



Part Time Volunteer Coordinator Assistant - Job Description

(2 year funded post)

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| Job Title: | Volunteer Coordinator Assistant |
| Hours: | 14 hrs per week (working days/times to be negotiated) |
| Salary | £ 9,257 per annum (inclusive of OLW) |
| Responsible to: | Volunteer Coordinator |

Would you like to make a difference to older people's lives that will aim to combat social isolation and loneliness, contribute to their well-being and increase their social connections?

This is an exciting varied part time role within our Volunteer Service which supports older people who may be experiencing isolation or loneliness within our communities.

Reporting to the coordinator this role will include data entry, supporting the recruitment process of volunteers, responding to volunteer queries, shortlisting application forms & organising interviews. The role will also include assisting with the initial assessments, matching individuals and supporting training sessions for volunteers.

The right candidate must be able to multitask, work independently and be proficient in Microsoft Packages.

If you would like an informal chat about this role prior to applying please contact Lynda Munns on 07903 043363 or email her at: l.munns@ccsel.org

For an application pack please contact us on **01322 336086** or email: info@ccsel.org

Alternatively you can go on to our website: www.crossroadscaresoiutheastlondon.org.uk and download the application form under the **Vacancies** heading.

Closing date: Friday 18th January 2019

Interviews: Wednesday 30th January 2019

We value diversity in our workforce and welcome applications from all sectors of the community

All posts are subject to an Enhanced check from the Disclosure Barring Scheme (DBS) and two satisfactory written references.

