



COMBATING ISOLATION, FOSTERING FRIENDSHIPS

Vacancy for Volunteer Coordinator

£18,278 per annum pro-rata (actual salary £7410) for 15 hours per week. This post is temporary for 12 months and will be extended providing further funding is secured.

We are looking for an experienced and flexible Volunteer Coordinator to support the work of Senior Solutions in Westhoughton and surrounding area. We are a registered charity providing a visiting service, luncheon clubs, social group and carer support for older people who are at risk of becoming isolated.

The postholder will be required to undertake the marketing, recruitment, induction, training and development of volunteers to equip them to undertake their roles in services provided by Senior Solutions.

The postholder will have an understanding of the role of volunteers, excellent communication skills both written and verbal with good IT skills, a mature approach to work as well as being well organised to work under pressure.

The successful candidate will be subject to satisfactory reference checks and a Disclosure and Barring Service (DBS) check.

The job description and person specification are attached. Please forward your CV with a covering letter indicating how you satisfy the criteria detailed in the person specification.

Closing date for applications is Monday 11th February, 5.00pm.

Interviews will be held on Monday 18th February.

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