

Time Bank Coordinator Vacancy



JOB TITLE	Time Bank Coordinator (Somersham & Pidley)
RESPONSIBLE TO	Somersham Parish Council
SALARY	SCP 30 £13.941 per hour
HOURS OF WORK	15 hours per week (including some evening and weekend work as necessary) Plus Changing Lives – 4 hours per week (currently funded until 2018)
HOLIDAY ENTITLEMENT	Holiday entitlement is calculated and based on hours worked per week.
CONTRACT LENGTH	Permanent

Somersham Parish Council continues to develop a Time Bank in the parish of Somersham. Time Banking is an exciting way for people to come together to help others and help themselves. Participants 'deposit' their time in the Time Bank by giving practical help and support to others and are able to 'withdraw' their time when they need something done in return.

An efficient administrator with strong project management skills, you will match volunteers to opportunities and produce timely reports. You will have good IT skills and an eye for detail to effectively manage volunteer records.

You will have excellent communication skills and experience in a similar field either supporting volunteers or project development would be beneficial. You will also liaise with partners and funders to ensure the successful running of the service.

For a job description and application pack go to www.somersham-pc.gov.uk or Alternatively email Penny Bryant, Parish Clerk clerk@somersham-pc.gov.uk

Completed applications can be emailed to the Parish Clerk (email above) or posted to: Somersham Parish Council, The Norwood Building, Parkhall Road, Somersham PE28 3HE
Tel: 01487 841359

Closing date: 5pm, Friday 11th May 2018

Interview date: Monday 21st May 2018

(If successful in round 1 you will be invited to participate in a computer skills test)

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