

## **An exciting and New Opportunity for a Projects and Engagement Coordinator**

At Hale Community Centre, Upper Hale, Farnham

£10800.00 per annum (FTE £28000.00)

Fixed term contract until May 2022, Part-time 15 hours a week

Hale Community Centre is an independent charity that works WITH local residents, in an adaptable and flexible way, to make long-term positive and sustainable differences to their lives and the environment in which they live.

This role will involve co-ordinating and building upon the activities that already exist to ensure an innovative and future-focused range of community projects that will support health and wellbeing and strengthen community networks and resilience. In doing this, community engagement and working in partnership with other local organisations is essential.

Key responsibilities for the Projects and Engagement Coordinator:

- Coordinating and overseeing existing activities, building upon these in light of identified need and other local provision
- Monitoring, evaluating and reporting on activities
- Community and volunteer engagement: workshops, community meet ups, seminars, etc
- Developing relationships with potential delivery partners and other key organisations in the local community

So if you have ...

- the drive and commitment to help and support communities across all groups and ages
- experience of developing and delivering community programmes for under-served, hard to reach or disengaged audiences which are impactful, accessible and inclusive
- a can do attitude and are able to work on your own initiative and with others and take ownership and responsibility
- confident communication and IT skills and experience of engaging with the public

...we would love to hear from you!

Closing date: 25 April 2021

Interviews to be held on 5 May 2021

To apply

Please send a CV and covering letter (each of no more than two A4 pages) that summarises your interest in the role and details your ability to match the criteria.

We are aiming to appoint with a view to starting as soon as possible.

We aim to recruit the person most suited to the job and welcome applications from candidates of all backgrounds and from different sectors, and from people who have gained their skills outside formal employment.

If you would like an informal discussion and more information about this opportunity, please contact Cathy Burroughs, Centre Manager at [halecommunitycentre@gmail.com](mailto:halecommunitycentre@gmail.com) or call 07471 180958 .