

Volunteer Coordinator.

Title of Post: Volunteer Coordinator
Hours: 16 hours per week
Salary: £25,404 - £28,848 per annum
Responsible to: CEO

1. Key information

Volunteer Coordinator	
Employer	Angus Carers Centre
Work location	Angus Carers Centre, 8 Grant Road, Arbroath, DD11 1JN
Position type	Part time – 16 hours per week
Salary	£25,404 - £28,848 per annum (pro rata)
Contract	All posts at Angus Carers Centre are subject to a 6-month probationary period.
Pension	Employer contribution of 3% based on an employee contribution of 6%
Equipment	Laptop, docking station and mobile phone
Benefits	Employee Assistance Programme (EAP)
Start date	As soon as possible following a formal offer of the post.
Application process	<p>To apply, please provide the following:</p> <ol style="list-style-type: none">1. A covering letter explaining why you are interested in this position, highlighting your relevant experience, and explaining how you meet the 'Person Specification' (detailed below). The letter should be between 800 and 1000 words.2. A CV, limited to two pages.3. Contact details for two work or education related references. (Please state clearly if you do not want us to contact references prior to interview.) <p>Completed applications should be sent to gill.bain@anguscarers.org.uk</p>
Interviews	Interviews will be held face to face in Angus Carer Centre Shortlisted candidates will be invited for a 45 – 60 min interview (involving a mix of experience and competency-based questions), and asked to deliver a presentation, detail of which will be send in advance of interview.
Contact information	If you have any questions, please contact Gill Bain, CEO. gill.bain@anguscarers.org.uk