**Vacancy Notice**

**Activity Coordinator**

**Reporting to the Community Centre Manager**

**Main duties**

1. The post holder will act as Coordinator for the management of a service facilitating social, cultural and leisure activities for older people at the Glen Vue Centre.
2. The post holder will have a significant role in reducing social isolation through developing activities and events, including volunteering opportunities and promoting these to older people.
3. The post holder will be responsible for liaising with Volunteers and other personnel to recruit and train suitable volunteers to assist in the administration and delivery of the service.
4. The post holder will liaise with professionals from statutory and voluntary sector within the district to promote the service and develop opportunities for joint activities.

**Salary** £ 8,580 per annum

15 hours per week

This is a role ideal for someone who has a Community Centre experience to join a small but dedicated service at our premises based at Glen Vue – for more details and an application form please request a copy of our Recruitment package (Activity Coordinator)

 **No CV’s please application forms only**

01342 327046

community@ageukeastgrinstead.org.uk

Closing date Friday 18th June 2021

Interview weekending Friday 25th June 2021