

# WE ARE HIRING!!

## Community Coordinator

### Job Description

JOIN THE FRIENDS OF INSCH HOSPITAL & COMMUNITY TEAM AS A **COMMUNITY COORDINATOR** AND PLAY A VITAL ROLE IN ADDRESSING GAPS IN HEALTH AND SOCIAL CARE WITHIN THE INSCH COMMUNITY. THIS EXCITING OPPORTUNITY WILL ALLOW YOU TO WORK CLOSELY WITH THE COMMUNITY AND VARIOUS STAKEHOLDERS TO MAKE A POSITIVE IMPACT ON THE HEALTH AND WELL-BEING OF LOCAL RESIDENTS.

#### RESPONSIBILITIES:

- PROMOTE AND SUPPORT EXISTING FRIENDS' ACTIVITIES IN THE INSCH AREA.
- IDENTIFY BEST PRACTICES FROM OTHER COMMUNITIES TO GENERATE INNOVATIVE SOLUTIONS LOCALLY.
- COLLABORATE WITH LOCAL RESIDENTS TO GATHER INFORMATION AND EVIDENCE FOR POTENTIAL DEVELOPMENT WORK.
- ESTABLISH LINKS WITH COMMUNITY, VOLUNTARY, AND STATUTORY GROUPS AND AGENCIES TO SHARE RESOURCES AND MINIMIZE DUPLICATION.
- SIGNPOST INDIVIDUALS TO EXISTING ACTIVITIES AND ORGANIZATIONS.
- FOSTER RELATIONSHIPS WITH LOCAL HEALTH AND SOCIAL CARE TEAMS.
- MANAGE PILOT SCHEMES, ENSURING SUSTAINABILITY.
- IDENTIFY SUITABLE VENUES AND FUNDING SOURCES FOR COMMUNITY GROUPS.
- RECRUIT, TRAIN, SUPPORT, AND MANAGE VOLUNTEERS.
- COLLECT AND RECORD RELEVANT DATA, INCLUDING PARTICIPANT FEEDBACK.
- ASSIST IN FUNDING APPLICATIONS ON BEHALF OF THE FRIENDS' TRUSTEES.

SUCCESSFUL CANDIDATE WOULD PREFERABLY HAVE PROFESSIONAL EXPERIENCE IN COMMUNITY WORK; RECRUITING, TRAINING AND MANAGING VOLUNTEERS; STRONG COMMUNICATION SKILLS; EXCELLENT ADMINISTRATIVE AND TIME MANAGEMENT ABILITIES; ABILITY TO HANDLE CONFIDENTIAL MATTERS WITH DISCRETION; WILLINGNESS TO WORK OCCASIONAL EVENINGS AND WEEKENDS. A FULL DRIVING LICENSE AND ACCESS TO OWN CAR IS REQUIRED.

**FOR FULL JOB DESCRIPTION, AND TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, AND ANY RELEVANT QUALIFICATIONS TO:**

**INFO@FRIENDSOFINSCHHOSPITAL.ORG. APPLICATION DEADLINE IS 31ST OCTOBER 2023**

#### Job Title

Community Coordinator (Insch)

#### Location:

Insch, Aberdeenshire  
some travel will be required

#### Hours

Flexible  
PT (20 hours)  
or FT (35 hours)  
depending on candidate

#### Salary

£22,000 – £27,000 p/a  
Dependent on experience

**Self-employed rates could also be negotiated and would be preferred if available**