

## Vacancy: Part time Co-ordinator

### Job Details

Age Concern Petersfield are looking for a Co-ordinator to assist the Manager and ensure the smooth running of our minibus service and outings programme. This is an exciting time to join the team who wish to expand on their current outings programme to provide more opportunities for older people to socialise.

The role is 8 hours a week at set times on a Tues/Wed/Thurs working from home with occasional time in the office at the Winton House Centre in Petersfield. Key responsibilities are:

- Assisting the Manager
- Liaising with clients who wish to be transported on our minibus
- Organising driving rotas and ensuring we have adequate driver cover for all trips
- Planning and booking of outings throughout the year
- Providing an efficient and friendly service
- Communicating effectively with the Manager and Trustees

You will need good IT skills, be well organised, able to prioritise your workload, and have the ability to build a friendly rapport with clients, volunteer drivers and the ACP team.

### Job Description

<b>Post:</b>	Co-ordinator
<b>Accountable to:</b>	The Trustees
<b>Report to:</b>	The Manager
<b>Hours:</b>	8 hours/week at set times to be arranged (subject to review). Working from home with regular times in the office at Winton House Centre in Petersfield.
<b>Salary:</b>	£15 per hour plus 30 days annual leave per annum (pro rata), including bank holidays
<b>Job Purpose:</b>	To assist the manager and ensure the smooth running of the minibus service and outings programme
<b>Duties:</b>	

## Minibus Services

- Be the first point of contact for enquiries about our minibus services
- To produce a rota of volunteer drivers to cover all minibus services
- Keep the drivers consulted and informed of new clients or client changes
- Recruit new drivers, arrange inductions, schedule them into the rota
- Arrange MiDAS training as and when
- Organise and attend drivers' meetings

## Outings/Events

- Research, plan and organise (with the manager) an annual schedule of day trips and afternoon outings in the minibus including liaising with venues, booking tickets etc.
- Maintain effective driver and escort cover on all outings
- Promote the outings programme
- Manage client bookings for each outings
- Complete risk assessments for all outings
- Recruit new volunteer escorts

## Finance

- Regularly collect, count and bank the contribution money from the minibus
- Submit a simple monthly return to the Finance Administrator

## Other

- To assist the Manager as and when required in all aspects of work
- Assist in planning, organising and promoting events and other services
- Attend meetings and undertake training

## Person Specification

<b>Essential</b>
Friendly, personable approach
Excellent customer service skills
Good IT skills
Excellent organisation and administrative skills
Able to prioritise own workload
<b>Desirable</b>
Experience of working with volunteers
Experience of working with older people

Familiar with Google Drives
Current driving licence and access to own car

## How to Apply

Please send:

- Your CV
- A covering letter stating how you meet the person specification and job role
- Contact details of two referees, one of whom should be your current or last employer

Send to Sheridan Rocher at [sheridan.rocher@ageconcernpetersfield.org.uk](mailto:sheridan.rocher@ageconcernpetersfield.org.uk)

The closing date for applications is **Friday 9th February, 5pm**

Interviews will take place w/c 26th February 2024.