

Hawick Congregational Community Church is seeking to appoint a Manager/Co-ordinator to help us deliver our very special community project Reaching Out.

Working as part of our team of Trustees, staff, volunteers, beneficiaries and helpers, this is an interesting and inspiring opportunity, for a person passionate about making a difference to the lives of local people of all ages, reducing loneliness and strengthening social connections.

You should have excellent administration, communication, IT and social media skills, with well-developed inter personal and networking skills.

Experience in community development, voluntary sector management or related disciplines, together with a relevant qualification, is desirable.

A kind cheerful and patient approach is essential.

PVG Disclosure will be required.

Hawick Congregational Community Church is an equal opportunities employer.

The post is for 20 hours, worked flexibly across the week, both at the church and from home.

This is a fixed term post funded by the National Lottery for three years; to be reviewed at the end of each year, subject to funding outcomes being achieved.

Salary £13,017 per annum (pro rata £22,750)

Application forms and a full Job Description can be obtained from

The Administrator

Hawick Congregational Community Church reachingout@rocon.org.uk

Closing Date 7th November 2022

