

JOB VACANCY – PART TIME

VOLUNTEER COORDINATOR

- **12 hours per week**
- **Hours worked over 2 - 4 days - flexibility required**
- **Excellent organisational & communication skills**
- **Experience in managing individuals and teams**
- **Ability to work independently**
- **Based in Walton-on-the-Hill, Surrey**
- **Start September 2017**

£8,424 p.a. / full time equivalent £26,385 p.a., pro-rated

Dyscover is a small registered charity providing long term support and opportunities to people with aphasia, a language disability acquired through stroke.

In this varied and rewarding role, you will need to be flexible and enjoy using your own initiative, in a friendly and positive environment. You will take the lead in managing and developing Dyscover's team of volunteers, ensuring roles are matched with suitable volunteers, and recruiting new personnel as required. You will be part of a small committed staff team of Speech and Language Therapists, Assistants and support staff, who are dedicated to delivering a high quality service to our beneficiaries. Together with service staff you will support and monitor volunteers to ensure they are equipped to carry out their roles at Dyscover.

Contact us

By phone: **01737 819419**

By email: Rosemary Townsend, Chief Executive rtownsend@dyscover.org.uk

To find out more

We would be delighted to tell you more about this opportunity, and encourage you to visit us at Dyscover. Please visit www.dyscover.org.uk for more information.

For an application pack

Please email our administrator, Julia Baker jbaker@dyscover.org.uk or call her on **01737 819419**

Closing date for applications: Monday 3rd July 2017

Interviews: Friday 14th July 2017