

**VOLUNTARY CENTRE SERVICES
(URBAN CHALLENGE LTD)**

**Project Support Officer
(Part-time - Temporary 6 months)**

Voluntary Centre Services is a charitable company that delivers volunteering development and voluntary sector development support services across West Lincolnshire.

Voluntary Centre Services has an exciting opportunity for a highly motivated individual to join a small team as a Project Support Officer. The post will be based at our West Lindsey office in Gainsborough.

Salary £7,920 per annum for 16.5 hours per week
96 hours annual leave per annum
Access to relevant training
Company pension and health insurance
Post funded for 6 months with possible extension

The successful candidate is expected to be able to commence employment no later than Thursday 1st February 2018.

Core role:

- Provide dedicated support to the development of the Social Prescribing Pilot
- Act as a point of contact for enquiries
- Provide administrative support for the office
- Operate as a member of the team supporting volunteer brokerage

An application pack can be downloaded from www.voluntarycentreservices.org.uk
Due to the holiday period we will not be able to distribute paper application packs for this opportunity.

Completed Applications should be submitted to:
Heather Arnatt, Area Co-ordinator West Lindsey
heather@voluntarycentreservices.org.uk
Voluntary Centre Services
Guildhall
Marshall's Yard
Gainsborough DN21 2NA

Your completed application should be received by **9am on Tuesday 2nd January 2018**.
Interviews will be held on **Friday 5th January 2018**.

Please provide an overview of your suitability for the post against the criteria outlined in the Job Tasks and Person Specification (see separate document).