

**Temporary Community Engagement Coordinator**

**£18870- £20,541**

We have an exciting opportunity for a talented and experienced Community Engagement Coordinator with a passion for engaging in community activities and coordinating the activities and performance of Service Volunteers.

**The Role**

The purpose of this role is to be responsible for the coordination of community engagement projects, delivering community engagement activities and assisting in the formulation and implementation of the volunteering policy.

**Required Skills/Experience:**

* Coordination of a wide range of activities including preparation of reports and delivery of presentations and training.
* Supervision and development of staff/volunteers.
* Development of effective partnerships with community groups and key stakeholders.
* Management of a high volume of administrative tasks working on own initiative and as part of a team.
* Effective time management skills to work to conflicting priorities, meet deadlines and targets.
* Effective planning and organisation skills.

If you are an internal candidate, you are advised that, before applying it is important that you have discussed your intention to apply with your Head of Department, who will consider suitability and endorsement.  Where the Head of Department is in a temporary appointment, the relevant Area Manager is required to consider endorsement.

**Closing Date: Tuesday 19 June 2018 12:00.**

**Interviews: Week Commencing 2 July 2018 .**

Please visit <https://www.northeastjobs.org.uk> to apply for this role.

We positively welcome applications from all individuals within the community particularly those who are from under-represented groups.

Working towards equality and diversity for the community we serve

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