



Job Vacancy – Social Activities Coordinator

Part time (20 hours per week)

Salary dependent on experience

Southend Blind Welfare Organisation is looking for an energetic Social Activities Coordinator to develop and deliver a programme of activities for people living with sight loss.

The role will involve managing a regular social club which includes booking entertainers and speakers, coordinating volunteers to guide and organising transport. There is a weekly ten pin bowling group that requires support and trips to organise to the theatre, pubs and local places of interest - so that people can enjoy being active with like minded people.

Most importantly, this role requires someone with a caring and compassionate personality who can work proactively in developing ways to reduce isolation for local visually impaired people.

The successful candidate will also be responsible for risk assessments, safe guarding, managing volunteers and complying with financial procedures. They will be based at the Charity's Head Office and contribute towards the general running of services within a small team. This will involve promoting activities with regular mail-outs, updating website/social media, answering the phone and dealing with general enquiries.

If you have relevant experience organising activities and feel you could make a difference to people living with sight loss, SBWO would like to hear from you. Experience in the sector is not essential, but would be advantageous. Please send a CV with a covering letter detailing your suitability for the job to Lucy Martin, 117 Hamlet Court Road, Westcliff on Sea, Essex SS0 7ES or email lucy@sbw.org.uk.

Visit www.southendblindwelfare.org.uk or email lucy@sbw.org.uk for a job description or call Lucy Martin on 01702 342131.

Training will be offered. DBS check required. Car necessary.

CLOSING DATE : 8th May 2018

INTERVIEWS: 15th May 2018