



Community Outreach Coordinator – Help Hub project

Hours:	37.5 or 30 hours per week (subject to negotiation)
Location	Hammersmith and Fulham
Salary:	£30000 full-time or Part-time 4 days per week £24000
Type of Contract:	Fixed Term to July 2024

Citizens Advice Hammersmith & Fulham (CAHF) is seeking a Project Coordinator for Help Hub, a new three-year project for local people providing in person free help and advice with the problems they face and skills to better manage their lives. Funded by the National Lottery and the local council, this role will suit a team player who is highly organised, flexible and has great people skills.

We are looking for a dynamic, confident Project Coordinator to lead the digital skills, befriending and ESOL parts of the project in 4 outreach centres across the borough. Your main role will be to manage the project on a day-to-day basis, welcome clients, promote the project externally and support volunteers. This newly created high profile role will suit an experienced project manager who is prepared to be flexible, make decisions and adapt to whatever comes their way. The successful candidate does not need specific experience in provision of Advice as this aspect is managed by a supervisor with whom the Project Coordinator will work closely.

This role is based in the community and in CAHF's offices. It is **not** suitable for remote working.

Please download the Job Pack at <http://cahf.org.uk/about-us/work-us/>
Application is by CV and personal statement (800 words max).

Closing date: 08.00am Thursday 28th October 2021 08.00am

Interview: Tuesday 1st November 2021