



Carers Trust Solihull is a local charity supporting people on their caring journey. We have a number of exciting opportunities for dynamic and experienced individuals to make a real difference to the life chances of carers of all ages living in Solihull. We are looking for skilled, experienced and/or qualified staff to join our team and support our carer friendly community agenda.

### **Posts Available**

#### **Communications and Business Systems Team Manager – permanent contract – £24,810 pro rata – 25 hours**

*You will lead a team who will deliver a range of vital financial and business systems and web-based training, publicity and information for carers. You will work alongside and contribute to the leadership team to enable workforce efficiency and effectiveness, overseeing our ISO 2000 quality assurance audits, financial bookkeeping and driving continuous improvement.*

Closing date: 17<sup>th</sup> January 2019 at 5pm - Interview date: 25<sup>th</sup> January 2019

#### **Volunteer Coordinator - Permanent Contract - 21,420 pro rata – 12 hours**

*You will be responsible for finding, recruiting and retaining volunteers across the service. This is a key opportunity to lead our charity's volunteer recruitment drive during a period of year on year planned growth. You will report directly to the CEO and work closely with the leadership team.*

Closing date: 16<sup>th</sup> January 2019 at 5pm - Interview date: 24<sup>th</sup> January 2019

#### **Young Carers Sessional Worker – casual & permanent contracts - £9.10 per hour**

*You will be responsible for leading and/or delivering events and activities for young carers aged 5 - 25, including clubs, days out and residential trips. You will be required to work flexible days and times but primarily evenings, weekends and during school holidays.*

Closing date: 17<sup>th</sup> January at 5pm - Interview date: 31<sup>st</sup> January 2019

#### **Adult Carers Sessional Worker – casual & permanent contracts - £9.10 per hour**

*Responsible for leading and/or delivering events and activities for carers aged 26+, including support groups, relaxation days and days out. You will be required to work flexible days and times.*

Closing date: 17<sup>th</sup> January at 5pm - Interview date: 31<sup>st</sup> January 2019

You will find application forms and job descriptions under Jobs & Volunteering at [www.solihullcarers.org](http://www.solihullcarers.org), email [anukumar@solihullcarers.org](mailto:anukumar@solihullcarers.org) or telephone 01217881143