
SAWSTON PARISH COUNCIL

Link Road, Sawston, Cambridge CB22 3GB
Telephone: 01223 832470
e-mail: info@sawston.org.uk



Timebank Coordinator Vacancy

JOB TITLE	Time Bank Coordinator (Sawston)
RESPONSIBLE TO	Sawston Parish Council
SALARY	SCP 5 £9.77 per hour
HOURS OF WORK	15 hours per week – hours/days to be agreed Some flexibility with hours will be required (including some evening and weekend work as necessary)
CONTRACT LENGTH	2 year to be reviewed after that time

Sawston Parish Council has just introduced a Timebank scheme in Sawston. Time Banking is an exciting way for people to come together to help others and help themselves. Participants 'deposit' their time in the Timebank by giving practical help and support to others and are able to 'withdraw' their time when they need something done in return.

An efficient administrator with strong project management skills, you will match volunteers to opportunities and produce timely reports. You will have good IT skills and an eye for detail to effectively manage volunteer records.

You will have excellent communication skills and experience in a similar field either supporting volunteers or project development would be beneficial. You will also liaise with partners and funders to ensure the successful running of the service.

For a job description please contact Sawston Parish Clerk – info@sawston.org.uk or pop into the Parish Council office between 8.30am-1pm Monday-Friday (except Thursday's when we are closed to the public).

Completed applications can be emailed to the Parish Clerk (email above) or posted to:

Sawston Parish Council
Link Road
Sawston
Cambridge
CB22 3GB

Closing date: Friday 10th May 2019

Interview date: Thursday 16th May 2019

Start date: Monday 17th June 2019 (2 weeks induction with current Timebank Coordinator)