



Assistant Coordinator

8 hours per week - temporary for 6 months – £9.30 per hour
Some extra hours may become available

ADCA is a local charity company providing services to older people and their carers in the Audlem area of Cheshire East. We are looking to recruit an additional Assistant Coordinator as our services have expanded during the pandemic.

You will be responsible to our Development Coordinator and will help support our members across the range of our services including within our Lunch Clubs, Coffee Clubs, Befriending Service and Carers Support Group.

You must have a good understanding of and be sympathetic to the needs of vulnerable older people, along with good communication and organisational skills. You must be able to assist in the provision of nutritious meals. You must be able to assist people in a flexible and non-judgmental way, recognising that people have the right to live in the manner of their choosing.

You must have your own transport, as you may be working in different venues across Audlem and District.

People with experience of supporting vulnerable people in either paid, voluntary or family roles are welcome to apply.

Appointment is subject to DBS clearance and a probationary period.

For more information about ADCA, and a job description, person specification and application form, please see our website at

<http://adca.audlem.org>

Application packs can also be requested by phone – **07984 785907**
or email – adca.audlem@gmail.com
or may be collected during office hours ((9:00 – 12:00, Mon, Wed, Fri)
from the ADCA office in Audlem Public Hall Annexe, 12 Cheshire Street,
Audlem, Crewe CW3 0AH

Closing date: **28 October 2020**
Interviews: **6 November**
Expected start date: end November