

Kew Neighbourhood Association (KNA)

Position Vacancy – Part time, flexible hours, 16 hours /week *pro rata* to £22,838/year (£12.20 per hour)

Companionship (Befriending) Coordinator, Kew TW9

KNA is a registered charity providing support for the elderly, frail and housebound in Kew TW9 for 40 years. We are looking to hire a person with empathetic people skills to develop and manage our Companionship activities. This is a part-time role with flexible hours, 16 hours per week on an annual salary of £10,150. The role can be home-based and/or at the KNA office in Kew. The key responsibilities will include to promote and develop the programme; to manage the volunteers and client visits in Kew; and to work with third party local service providers when clients want more than just home visits. A computer database will be used to assist in the day-to-day planning and recordkeeping. A full job description is available from our website www.kna.org.uk. The deadline for application with covering letter and CV to mail@kna.org.uk is 5pm, Sunday 3rd June 2018. Interviews will be held on Monday 11 June in Kew.