



Join Our Team

Swindon Carers Centre provides advice, information and support to unpaid carers aged 5 years+ looking after a family member who has a long-term illness, physical or learning disability, mental health problem or misuse of drugs or alcohol.

It's an exciting time in the development of Swindon Carers Centre and we are seeking two passionate, effective and committed individuals, with relevant skills and experience, who will be part of our team.

Communications Officer - 25 hours per week, £24,000pa / £16,216 pro rata

The post holder will create and deliver engaging and relevant content for Swindon Carers Centre across various channels, including the website, social media, print and online marketing materials; and analyse success of this content through monitoring and reporting.

Development Officer - 25 hours per week, £24,000pa / £16,216 pro rata

The post holder will be an exceptional 'can-do' individual who will promote carer awareness and lead on fundraising and development activity; developing and maintaining links and working relationships in education, training and employment establishments.

Closing Date: Tuesday 20th November by 1pm

Interviews will take place on: Monday 3rd and Tuesday 4th December 2018

To be considered for these positions you are required to complete the application form (you can download a copy from our website) and outline how you meet the requirement of the job description and person specification.

For an informal discussion regarding these roles please contact us on 01793 531133, option 5 and ask to speak to either Susanna Jones (CEO) or Fiona Prinzi (Deputy CEO).

Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

An Enhanced Disclosure and Barring Service check will be required for the Development Officer post.

We adhere to a policy promoting equality of equality of opportunity. No CV's. No agencies.

Swindon Carers Centre will retain all unsuccessful applications for 6 months after the date of interview and may contact you during this time regarding future job opportunities. All applications will be destroyed following the 6-month period.

All information for applicants is on our website:

<http://www.swindoncarers.org.uk/about-us/vacancies/>

