

## Community Support Officer

### Job Advert

At Back on the Map, we pride ourselves on providing a wide range of community support services from our Carnegie Community Corner and from locations across Hendon. The number of residents using our services is always growing and we are now looking for a Community Support Officer who has a 'can-do' attitude and who has the ability to help us realise our ambitions. The successful applicant will have a good range of practical community development skills and experience. This is a busy and varied role so you will need to be flexible and practical in your approach and have a good working knowledge of health and safety, child and vulnerable adult protection, volunteer recruitment & development and possess strong administrative/IT skills. If that sounds like you, then apply now.

As well as working as being part of a great team, improving lives and feeling valued, the successful applicant will receive £20k salary, 6% pension contribution, access to training and 28 days annual leave.

#### **INFORMATION FOR CANDIDATES**

The Job Description, Person Specification and Application Form can be downloaded from the Back on the Map website at [www.backonthemap.org](http://www.backonthemap.org). Please apply, preferably by email, stating 'Community Support Officer' in the title line to [jcooper@backonthemap.org](mailto:jcooper@backonthemap.org). If you are unable to apply by email then please post or hand in your application, marked "Private and Confidential" to The Community Services Manager, Back on the Map, Carnegie Community Corner, 67 Toward Road, Hendon, Sunderland, SR2 8JG.

#### **KEY DATES**

- Closing date for applications is 9am Friday 1st December 2017
- Interviews will take place on Wednesday 13th December 2017
- The successful candidate to begin on Monday 5th February 2018

Any offer of employment will be subject to satisfactory references, Enhanced DBS Disclosure and Right to Work checks. All information will be treated as strictly confidential. If you have any questions or enquiries regarding the application process, please telephone Joanne Cooper, Community Services Manager on 0191 514 9062.