

Area Coordinator - Sutton

15 hours per Week

Salary £19,614 plus £1,768 outer London weighting (pro rata)

Cruse Bereavement Care is the leading national charity for bereaved people in England, Wales and Northern Ireland. We offer support, advice and information to children, young people and adults when someone dies and work to enhance society's care of bereaved people.

Cruse Bereavement Care Sutton is looking to recruit an enthusiastic and dynamic Area Coordinator to establish, co-ordinate and play a lead role in the delivery of Cruse Bereavement Care services in Sutton.

Job Purpose:

- Provide coordinating and administrative support to Cruse Bereavement Care Sutton.
- Work with the Operations Manager and Client Services Committee, to be responsible for the referrals, volunteer client allocation, monitoring and evaluation of Cruse services.
- Ensure the efficient administration of the Cruse Sutton office.

For a job description and application form please visit our website at <https://www.cruse.org.uk/jobs>

Please return completed applications to Alison.Wakefield@cruse.org.uk

Closing date for completed applications is 5pm on Tuesday 24th April 2018

Interviews will be held on Thursday 3rd May 2018

Cruse Bereavement Care is an Equal Opportunities Employer

Successful Applicants will have to undergo an Enhanced DBS check (formally CRB)