



HOMESHARE SCOTLAND



- Job Title:** Homeshare Co-ordinator
- Hours of Work:** 20 hours per week
- Salary:** £24,000 per annum pro rata
- Contract:** Initially until the end of March 2016, but possibility of extension depending on business performance
- Location:** Lochgelly, home based and travelling throughout North East Fife

Homeshare Scotland has received funding from The Big Lottery, Firstport and the Fife Council to pilot a Homeshare project in North East Fife. We are now looking to recruit a Homeshare Co-ordinator.

Homeshare is a simple way of helping people to help each other.

Householders are people who have a home that they are willing to share but are in need of some help and support.

Homesharers are people who need accommodation and who are willing to provide some help to a Householder, such as cooking, cleaning or shopping.

Working as part of a small friendly team, you will be responsible for interviewing and assessing potential Householders and Homesharers, promoting the service, undertaking risk assessments, carrying out checks and references, and arranging suitable matches.

We are looking for someone with excellent listening, communication and organisational skills and the ability to prioritise their workload. This role would suit someone who can work autonomously on their own initiative, whilst still being part of a friendly and supportive team. Experience in housing, care or working with older people would be an advantage, but we are also interested in applicants with transferable skills and a positive attitude, including those from outside the charity sector. A Disclosure Scotland check will be required.

The role is for 20 hours per week to be worked flexibly over 4 days. While based in Lochgelly, the role will involve a mixture of office based work, working from home and travel throughout North East Fife.

To apply: Please send your CV and a covering letter detailing why you are interested in this role how your skills and experience could be transferred to working on the Homeshare project. Please send it to info@homeshare-scotland.org

Forth Valley Enterprise C.I.C. t/a Homeshare Scotland is a social enterprise. We are members of Shared Lives Plus (www.sharedlivesplus.org)



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If you would like more information, please call Anna on 01592 860296 / 07514 905 945 or email as above.

Closing date for applications: **5pm on Monday 27th April 2015**

Interviews will take place on: **ASAP after the closing date – dates tba with shortlisted candidates**

Website: www.homeshare-scotland.org