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New opportunity at Community360

Position: Administrator-Scheduler (Community Transport)

Full-time: £8.50ph (job share considered)

Location: Colchester, Tiptree, Maldon

About us

Situated at the heart of the local voluntary and community sector since 1968, we are an independent, charitable infrastructure organisation whose aim is to inspire groups to seize opportunities and become more enterprising and sustainable. Our front line services are developed in response to local needs and not only assist established community groups but are designed to address unmet needs, with project development defined by the communities we work with to improve their outcomes and life opportunities.

Community Transport

Our Community Transport scheme addresses inaccessibility to

services, activities and facilities in both Colchester, Maldon and surrounding villages, for people with limited mobility (be it through permanent or temporary disablement, illness, accident or age). By doing so, the scheme also seeks to tackle isolation and boost independence. Lack of accessible transport can be a barrier to disabled and elderly people accessing GP surgeries and other social and welfare facilities.

The Position

We are looking to recruit an additional member to our Scheduling team, to provide full administrative support ensuring that the transport provided, meets the needs of our members both individuals and groups.

Duties include administering all bookings, organising driver schedules, allocating drivers to vehicles, database management and dealing with public enquiries both face to face and on the telephone.

The successful candidate will have proven administrative experience, excellent communication, time management and organisational skills, the ability to work with a diverse range of people, and a commitment to providing a service to meet the needs of the project. With a potential move to Tiptree, the ideal candidate must be willing to work across multiple locations including Colchester, Tiptree and Maldon.

If you would like to support your local community and strengthen voluntary action, there couldn't be a better time to join the C360 workforce. If you are keen to be part of a fantastic team and are

looking for a highly rewarding role, enjoy working under pressure and want to join a forward thinking organisation, then this is the place for you.

Please [visit our website](#) for further information and to access the job description, person specification and application form.

Closing Date: 23rd February 2018

Interviews: 27th February 2018

***Please note, we do not accept CVs and cannot provide feedback on unsuccessful applications.**

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You are receiving this email as you are a stakeholder of C360 or a volunteer

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Community360
Winsley's House
High Street
Colchester, Essex CO1 1UG
United Kingdom

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