

Shapinsay Development Trust

Job Vacancy: Community Coordinator

Are you passionate about bringing people together and making a positive difference in your community? We're looking for a warm, friendly, and organised person to take on the role of Community Coordinator and join our team for 8 hours each week. In this role, you'll help strengthen community connections by organising events and workshops, some climate friendly, raising awareness of climate actions. You will be working closely with the Community Development Officer (CDO), providing practical support for community groups when needed, helping create a vibrant and connected community.

Key Responsibilities

- Organise and coordinate community events, activities, and workshops.
- Work alongside the Community Development Officer (CDO) to deliver community initiatives.
- Support existing community groups and encourage community participation.
- Work closely with the community association as a keyholder for community facilities.
- Develop knowledge of local support organisations, including THAW, Warmworks, Citizens Advice, Blide Trust, and others, so you can signpost residents to appropriate services if necessary.

We're looking for someone who is:

- Flexible, friendly, approachable, and compassionate.
- Well organised and able to manage a variety of tasks independently.
- A confident communicator who enjoys working with people.
- Proactive, reliable, and able to work independently or collaboratively.
- Passionate about supporting local communities and helping people access the support.

If you enjoy connecting people, organising activities, and making a real difference in your local community, we'd love to hear from you.

8 hours per week at a competitive salary

Closing date 15th August – contact

boathouse@shapinsay.org.uk for more details

