

Assistant Project Coordinator for Wivey Cares

Wivey Cares is a charity based in Wiveliscombe which helps people needing additional care to live independently in their own homes. www.wiveycares.net

We are looking to recruit someone who will work under the guidance of our Project Coordinator. The person will be self-employed. 16 hours a month.

£18 per hour for first three months rising to £21 per hour after training. Hours are flexible.

The person will learn the role of project coordinator so that they can stand in when she is ill or on holiday. They will also be asked to attend our group meetings on occasions (Memory Activity Group, Hub and Grub) and complete Attendance Allowance and Blue Badge forms along with other tasks that ensure the smooth running of the charity. We are looking for an organised person who enjoys working with people. The person will receive guidance and training.

Please email a letter of application and CV to

Chris.Howe@wiveycares.net

Closing date: 14 September 2026

Assistant Project Coordinator - Job Description

Promoting awareness of Wivey Cares to prospective users and providers as well as the wider community.

Knowledge of the benefits system and support clients filling in Attendance Allowance and Blue Badge forms.

Use of MS Office applications to maintain clear up to date records of client assessments and micro provider meetings.

Ability to ensure micro providers have up to date and appropriate experience and training before putting forward to clients.

Ability to explain to those needing care and micro providers the legal employment status.

Use of personal transport

Support the development of the Memory Activity Group and Hub and Grub meetings

Show good interpersonal skills

Work with the Project Coordinator to ensure the smooth running of the charity.