



## **West London District Oddfellows**

### **JOB VACANCY**

#### **Branch-based Care and Welfare Co-ordinator**

We're looking for a part-time Care and Welfare Co-Ordinator to join one of the largest and oldest Friendly Societies in the UK, at the West London district branch in Hammersmith. We cover the surrounding areas all the way from Acton to South Kensington.

##### **The Role**

- To be the main point of contact for members regarding care and welfare matters, offering support directly or with the help of volunteer Welfare Visitors.
- Provide high-quality care and welfare support (mainly to older and/or vulnerable people), as well as administrative/development tasks (including maintaining records, submitting reports and complying with relevant care and welfare requirements).
- Work in the branch and occasionally make member visits in the District area.

**This role is not for remote working.**

##### **About you**

- You should enjoy meeting new people, have excellent interpersonal skills and be able to work as part of a team.
- Strong organisational skills and work to deadlines without supervision.
- Able to work sensitively, patiently and non-judgmentally with a range of people of varied backgrounds and social circumstances.
- Resourceful; able to overcome challenges and solve problems.
- Ideally some experience/background of working in a health, social care or advice setting, with.
- Some customer care knowledge.
- Some knowledge of how to access support from statutory and voluntary health and social care agencies.
- Flexible and prepared to work occasional evenings and weekends.
- Working knowledge of Microsoft Office and internet and email applications.
- Please note: this role will require an Enhanced DBS check.

**Hours/Rate of pay**

The role is part-time and permanent, based on a successful probationary period.  
8 - 15 hours per week (to be negotiated) and includes occasional weekend and evening work. £15 - £17 per hour (London weighting), depending on experience.

**Applications (covering letter and CV) or to request a detailed job description:**

Dawn Hugo Willis, Branch Secretary.

By email: [dawn.hugowillis@oddfellows.co.uk](mailto:dawn.hugowillis@oddfellows.co.uk)

By post: 186 Hammersmith Road, London, W6 7DJ

**Application deadline: Wednesday 24 August 2022.**