



## Volunteering Co-ordinator

### London

- **£13,023.57 – £14,068.43, for 21 hrs per week**
  - **6% employer pension contribution**
  - **21 hours per week**

Pact have establishing a Criminal Justice Volunteer Bureau, **JustPeople** which enables people to volunteer within the broad field of criminal justice , bringing together people and organisations to make a difference to our communities through voluntary action.

We are seeking an enthusiastic and self motivated Volunteering Coordinator to assist in recruiting, training, developing and coaching **Justpeople** Volunteers.

You will have excellent communication skill, an awareness of the impact of custody on prisoners and their families and experience of working in a comparable or third sector organisation.

The successful candidate must have the ability to travel according to the needs of the job, with reasonable adjustments, if required, according to the Disability Discrimination Act.

This contract is offered on a fixed term basis for 2 years and is subject to Criminal Record Bureau and pre employment checks.

PACT is an equal opportunities employer. We welcome applications from people from all sectors of our diverse communities and all backgrounds, including ex-offenders (appointment to post is subject to a risk assessment)

**For an application pack, please e-mail [info@prisonadvice.org.uk](mailto:info@prisonadvice.org.uk), or phone 020 7091 1295.**

*An application form and job description can also be downloaded from*  
[www.prisonadvice.org.uk/jobvacancies](http://www.prisonadvice.org.uk/jobvacancies)

**Closing date for applications: 10<sup>th</sup> February 12pm**

**It is hoped that interviews will be held on: 27<sup>th</sup> February 2012**