



## HELP & CARE

People and communities living the lives they choose

# ORGANISATIONAL DEVELOPMENT COORDINATOR

**Based:** Working from home in Dorset/Hampshire area, with occasional travel for meetings and events. Internet Broadband essential

**Hours :** We are flexible on the days and number of hours worked from part time a minimum of 3 days/22 ½ hours per week up to full time of 5 days/37 hours per week

**Salary:** £25,031 per annum for working full time, pro rata for part time working hours

Temporary contract position 9 months

Help & Care now employs more than 150 people, supported by 160+ volunteers, with a turnover of £4 million a year. People are our biggest resource making a real difference to the lives of people and communities in Dorset and across the South of England.

One of our strategic objectives on our Business Plan is to be 'a sustainable and effective organisation fit for the future'. To support this, we have produced an Organisational Development plan that will make a significant contribution to the business by identifying the strengths we have across our workforce, recognising the rapidly changing external environment and establishing a positive culture of continuous improvement for individuals, teams, and the organisation.

The Organisational Development Co-ordinator is a new and exciting opportunity, who will have a key part in delivering and implementing the Organisational Development plan for the charity. Therefore, we are looking for a logical thinker with a talent for organisation, co-ordination and administration.

Applicants should have excellent communication and interpersonal skills with the ability to develop strong working relationships with colleagues, managers, directors, board members and outside agencies to ensure effective coordination and completion of information required. You should have a keen eye for detail, accurate record keeping and experience in office administration systems and procedures. You will have a good grasp of IT and Microsoft applications.

This is a great new role for someone who has previous administration experience and enjoys being organised and pro-active following up of information required from different sources for various tasks to be completed. Knowledge/experience of learning and development advantageous but not essential. It is vital that you have a thorough understanding and empathy with the values of the organisation - personal, innovation, social justice and collaboration.

If you feel you could contribute in this way, we look forward to hearing from you.

**Closing date for completed application forms to be received by Sunday 22<sup>nd</sup> August 2021.**

**Important please note CVs will not be accepted – to be considered for the role you need to submit a completed Application Form.**

Interviews will be held on online, date to be confirmed.

Application Forms can be emailed to [hrrsupport@helpandcare.org.uk](mailto:hrrsupport@helpandcare.org.uk)

For an application pack please telephone 0300 111 3303, e-mail [hrrsupport@helpandcare.org.uk](mailto:hrrsupport@helpandcare.org.uk) or download the pack from our website [www.helpandcare.org.uk](http://www.helpandcare.org.uk).