

# Part-time Coordinator

## About Cornerstone Care in Confidence

We are a Christian charity providing support to those facing an unplanned or crisis pregnancy. We offer time, space, non-directive information and support before during and after any decision is reached and whatever choice is made.

Cornerstone is looking for a part-time Coordinator to help us develop our work in the Cambridge area. This is a paid position.

## Job details

<b>Type of contract:</b>	Part-time
<b>Salary:</b>	£21,450 pro rata
<b>Location:</b>	Cambridge
<b>Hours:</b>	This role requires someone to work 21 hours a week
<b>Annual Leave:</b>	4 weeks

## Job summary

The candidate will develop new and existing relationships with healthcare professionals and churches as well as other local organisations to enable us to build an enthusiastic team to deliver our services. We are looking for someone who is self-motivated, with innovative ideas but is able to work in a team environment.

### The candidate will have the following abilities:

- Good communication skills
- Great networking skills
- Enjoy making presentations and speaking in public.
- Ideally have experience working with volunteers.
- Initially be able to spend time in Huntingdon but be familiar with the City of Cambridge and surrounding villages.

Training will be given and induction will include participating in training courses.