

Community Hub and Service Coordinator

Details

Employer:	Skye & Lochalsh Council for Voluntary Organisations (SLCVO)
Location:	Hybrid working across home, office, and hub locations.
Hours:	21 hours per week (across 3 to 5 days)
Salary:	£16,380 (£15.00 per hour)
Reports to:	SLCVO Service Manager
Post Conditions:	Fixed term for two years months from April 2026
Closing date:	30 March 2026 @ 5pm
Interviews:	7 & 8 April 2026

Purpose of the Role

To coordinate the monthly Skye & Lochalsh Community Outreach Hubs and support the delivery of SLCVO's Community Services.

Key Duties & Responsibilities

Community Hub logistics:

- Organise and coordinate venues for hub activities across local communities.
- Manage schedules and ensure events are properly planned and resourced.
- Oversee event setup and pack-down to ensure welcoming, accessible spaces.
- Support the management of health, safety, and accessibility requirements for all sessions.
- Support smooth on-the-day delivery and positive engagement with community members.
- Coordinate transport and appointment arrangements for individuals to the hubs

Partner and Stakeholder Communications

- Maintain regular communication with partners and stakeholders, providing schedules, venue details, and expectations ahead of each session.
- Support partners on the day to ensure they have everything they need to deliver their services effectively.
- Collate partner feedback and contributions for inclusion in funder reporting and service performance reports.

Community Engagement

- Promote the hubs to local communities to encourage awareness and participation.
- Build strong, positive relationships with community members attending the hubs.
- Maintain accurate attendance records and gather feedback, insights, and emerging needs to support continuous improvement and co-design of the hubs.

Befrienders Service Support

- Assist the Service Manager with:
 - The promotion and recruitment of volunteers.
 - The client referral process.
 - Service promotion to clients, partners, and the wider community.
 - Gathering feedback from clients, volunteers, and stakeholders
 - The delivery of group befriending activities and one-off events.

Skye and Lochalsh Council for Voluntary Organisations

Person Specification

Personal Attributes

- Highly organised with excellent attention to detail.
- Warm, welcoming and approachable.
- Responsive, flexible and adaptable.
- Professional, reliable and aligned with SLCVO values.
- Access to transport and ability to travel across Skye & Lochalsh.

Essential Experience

- Experience in organising events, community activities or multi-partner projects.
- Strong organisational and time-management skills.
- Strong verbal and written communication skills.
- Ability to build relationships across third sector, public services and community groups.
- Comfortable working independently and using initiative.
- Competent with digital tools (email, scheduling, Microsoft 365, online forms).
- Understanding of confidentiality, safeguarding and inclusive practice.

Desirable

- Experience working in community development settings.
- Knowledge of the third sector environment in Skye & Lochalsh.
- Experience gathering or analysing community feedback.
- Understanding of Whole Family Wellbeing, GIRFEC, and community empowerment approaches.
- First Aid training or willingness to undertake it.

Working at SLCVO

SLCVO is an equal opportunity employer and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of protected characteristics or attributes.

We are committed to the Scottish Government's Fair Work First policy and are striving to be an organisation which sees employees engaged in what we do, supported through training and development opportunities, and we promote positive approaches to make SLCVO a flexible and dynamic place to work.

If your application is successful and you are offered employment with us you may be asked to consent to an PVG check with Disclosure Scotland. This is to ensure we safeguard the vulnerable people we work with

How to Apply

Please submit your CV and a supporting statement to:

Email: jo.ford@slcvo.org.uk

Or by post:

Jo-Anne Ford, Chief Officer, SLCVO
Tigh Lisigarry, Bridge Road
Portree, IV51 9ER