

Closing date for applications **Monday 4 December 2023**

Edinburgh **Full-time** (35 hours per week)

Salary **£25000 - £27000**

Support Service Co-ordinator

Role

The Butterfly Trust is the lead agency providing social support for people affected by Cystic Fibrosis throughout Scotland. We provide a comprehensive and diverse range of outreach services for all ages of people with Cystic Fibrosis and their families across Scotland.

We are looking for a motivated, enthusiastic and approachable individual to join our team. With an appropriate skillset to add value and who has an eagerness to learn and continuously improve themselves.

We will provide both in-house and external training to ensure all of our team have appropriate skills and knowledge to fulfil their role to the best of their ability.

The Support Service Co-ordinator will be responsible for the delivery of services for people affected by Cystic Fibrosis. This will include providing direct support as well as supervision and guidance to our volunteers who provide our outreach services.

The role also includes provision of practical support and advocacy relating to housing, employment, education and financial hardship.

The Support Service Co-ordinator will be part of a team, which collectively provides support that ensures best outcomes for people living with Cystic Fibrosis.

The successful candidate will have good communication, problem solving and organisational skills and they will be able to motivate others and work with people at all levels.

Full driving licence and a car is essential.

For this regulated work the successful candidate will be required to gain/maintain PVG scheme membership which will be paid for by the Trust.

We offer:

- Out of pocket expenses
- Mileage allowance
- Individual staff training budget/in-house training
- Generous holiday entitlement

Application notes

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Please do not send CV's as these will not be taken into consideration.