



Black Isle Cares was established in 2015 to support the development of services to meet the needs of vulnerable people. We currently provide a Meals at Home service, a Befriending Service in partnership with Highland Hospice, a sharing shed, a community garden, and various intergenerational activities.

Seeking Co-ordinators for our Meals at Home & Befriending

Services We welcome applications for the positions of Co-ordinator for the Meals at Home and Befriending Services. These posts can be applied for together as one role, or separately. If applying for both posts, you can complete all information on one application form. For an informal conversation about either please contact Anne McDonald, Black Isle Cares chairperson: anne-hscn@outlook.com or 07933 653313

Meals at Home Service Co-ordinator

Part time, 16hrs a week over Monday, Wednesday, and Friday

Salary: £22,750 pro rata

Location: Black Isle Cares office, Fortrose. Travel around Black Isle required.

The Project Co-ordinator is responsible for the day-to-day operation of our Meals at Home Service, where volunteers deliver meals made by local food providers to our clients in their homes. Tasks include recruiting and supporting volunteers, compiling weekly rotas, responding to volunteer and client enquires, liaising with food providers, ensuring volunteers training is up-to-date, compiling invoices for clients and marketing the service.

Excellent interpersonal, communication and IT skills are essential. A full driving licence and access to a car would be an advantage. The successful candidate will work mainly from the BIC office, with the hours being spread across a minimum of 3 days per week - currently Monday, Wednesday, and Friday to fit with Meals at Home deliveries.

Befriending Service Co-ordinator

Part time, 10hrs a week, worked flexibly

Salary: £22,750 pro rata

Location: Black Isle Cares office, Fortrose. Travel around Black Isle required.

Black Isle Cares Befriending, in partnership with Highland Hospice Helping Hands, reduces feelings of chronic loneliness felt by people who would benefit from social contact. The Befriending Co-ordinator meets individually with potential clients and volunteers. They match up the befrienders and provide ongoing support to volunteers. They are responsible for promoting the service by producing and sharing information, developing opportunities for new befrienders including younger people, monitoring, and evaluating the service, and liaising with the Hospice.

The successful candidate will have excellent interpersonal and communication skills, both written and verbal, including the use of social media. They will enjoy working with people and be meticulous about maintaining confidentiality. The post will work

mainly from the BIC office. A full driving licence and access to a car would be an advantage. A mileage allowance is available.

Application notes

To apply go to: www.blackislecares.com or email: admin@blackislecares.com

Send completed application forms to: admin@blackislecares.com

Advertised from 5th May. Closing date for applications 26th May 2023

Interviews will be held week beginning the 29th May 2023, in the Black Isle Cares office at the Fortrose Leisure Centre.

Black Isle Cares, Black Isle Leisure Centre, Deans Road, Fortrose, IV10 8TJ

Telephone: 07548 343375