

Ford Forward Community Chaplaincy is looking for an independent contractor to provide Client Coordinator services to our clients after they leave prison. Reporting to the trustees, services would include:

- Assessing organisational and programme needs to determine number and range of volunteers needed
- Identify, select, train, and supervise volunteers
- Monitoring volunteer mentor/client relations
- Managing relationships between volunteers and other organisations, in line with Ford Forward policies and procedures
- Promoting Ford Forward, highlighting and celebrating good practice

Hours: Variable, but expected to average around 14 hours per week - changes by agreement

Hourly rate of pay: £11ph

To discuss further or apply for a full description of the services, please initially contact Jo at [jo@fordforward.org.uk](mailto:jo@fordforward.org.uk)