

## **Good Neighbours Coventry** **administrative assistant (temporary role)**



**HOPE Coventry is a local Christian charity which runs projects bringing the city together.**

**Our Good Neighbours Coventry project links vulnerable & lonely older people to friends in their community.** Can you learn new database skills quickly, find solutions for older people on the phone, and meticulously check outstanding forms? Then you could join us in an admin role!



Building partnerships  
Speaking out  
Giving hope

**Based at our Binley office, CV3 2NT**

£12.13 per hour

7 hours per week, across 1 or 2 days (can be fixed or flexible)

Contracted initially to 31/3/25, with possible extension to 31/8/25 depending on funding

We're looking for a sensible, self-starting administrative assistant to help Good Neighbours Coventry to process volunteer befriender applications and older people's referrals. You will supervise office volunteers, delegating tasks appropriately.

You'll need excellent written & spoken English, ability to learn new IT systems quickly, initiative, compassion, willingness to collaborate, and good communication skills. Confident & polite telephone etiquette, plus understanding of confidentiality & safeguarding, are essential.

Perks include: shopping discounts, wellbeing focus, supportive team, 33 days' leave (pro rata).

See the full job description & application details: [hopecoventry.org.uk/vacancies](https://hopecoventry.org.uk/vacancies)

For queries, call 07563 902 904 or email [goodneighbours@hopecoventry.org.uk](mailto:goodneighbours@hopecoventry.org.uk)

Submit the brief job application form by email to [jobs@hopecoventry.org.uk](mailto:jobs@hopecoventry.org.uk)

Closing date for applications: Monday 4<sup>th</sup> November 8am

Interview date: Friday 15<sup>th</sup> November

*HOPE Coventry is committed to safeguarding & safer recruitment. A Basic DBS check will be undertaken for this role. HOPE Coventry welcomes diversity, equality & inclusion. Everyone we come into contact with is treated with the same respect and love that Jesus showed people.*