

# Prospects Across Scotland

**Management Co-ordinator**

**Home based (with travel across Scotland)**

**18 hours per week**

**Salary: £16,848 per annum (initial 1-year fixed term contract)**

An exciting new opportunity has arisen for a Management Co-ordinator to play a key role in developing our work. Working closely with the Board of Trustees, staff and volunteers, you will be responsible for the effective day to day management of the charity and take a lead role in fundraising. You will also be responsible for supporting the existing church-based and Zoom groups, speaking at celebrations, church services and meetings. As such, you will be fully committed to our Christian beliefs and help us deliver a distinctly Christian service which will include praying for, and with, volunteers and our community. Therefore, under the Equality Act 2010, Schedule 9, these roles have an occupational requirement to be a Christian.

A self-starter, you will show initiative, be a strong communicator and have excellent presentation and interpersonal skills. You will be also highly motivated and enthusiastic and show strong leadership, fundraising and organisational skills.

Whilst being part of a small team you will be predominantly working alone. You will be computer literate and a car driver, and be expected to travel throughout Scotland,

To apply please download our application pack at

[https://www.prospectsacrossscotland.org.uk/sdm\\_downloads/recruitment-pack-2025-management-coordinator/](https://www.prospectsacrossscotland.org.uk/sdm_downloads/recruitment-pack-2025-management-coordinator/)

Completed application forms to be returned to

[admin@prospectsacrossscotland.org.uk](mailto:admin@prospectsacrossscotland.org.uk) by the closing date.

If you would like an informal chat about this post, please contact

[ivy.blair@prospectsacrossscotland.org.uk](mailto:ivy.blair@prospectsacrossscotland.org.uk) to arrange.

**Closing date: Friday 20th June**

**Interview Date: Tuesday 8<sup>th</sup> July** in Burntisland area

**If you are invited for interview, you will also be invited to a short informal Zoom meeting with some people with learning disabilities on Thursday 3<sup>rd</sup> July.**

This post is subject to a PVG check.