

Job advert – Project organiser required in Portobello

Portobello Older People's Project is looking for a new project organiser.

The Portobello Older People's Project (POPP) is seeking to recruit a Project Organiser to replace the incumbent who is retiring after 12 years.

POPP, which is a Scottish charity, is a lunch and social club for isolated and lonely older people in Portobello, Edinburgh. The club offers members the chance to come together, enjoy a meal, and take part in social activities.

It runs on Tuesdays and Wednesdays, from the Portobello Baptist Church Hall, and supports up to ten older people a day. The Project Organiser is responsible for running the club, with the help of around 15 volunteers, and also provides administrative support to the management committee.

The post is part-time (20 hours per week). The successful person will combine strong organisational and management skills with an understanding of, and empathy for, older people. The salary offered is £13,528 pa for 20 hrs per week.

For more information about the vacancy and for an application form please contact POPP's Chair of Trustees at popp.organiser@gmail.com.

Closing date is 7 March 2025.



POPP



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