



JOIN GIVE! TWO NEW ROLES



GIVE is expanding its community in Surrey and we're recruiting two committed, organised, and values-aligned contractors to work directly with our Chair and collaborate closely with each other to keep our projects running smoothly.

Administrator/ Coordinator **Up to 10 hours/week | Hybrid**

A pivotal role supporting the Chair that will require inbox and diary management, volunteer coordination, project administration, and system oversight. You'll work hand-in-hand with the Communications Coordinator to ensure information, content, and project updates flow seamlessly across the organisation.

You bring: Strong PA/admin experience, excellent organisation, adaptability, and alignment with GIVE's values. DBS/safeguarding checks required.

Communications Coordinator **Up to 7 hours/week | Hybrid**

A creative, community-focused role shaping GIVE's voice and visibility. You'll work closely with the Administrator, Volunteers and the Chair to ensure our communications reflect what's happening on the ground. You will create a year-round comms rhythm that builds interest in our wellbeing programmes, projects and walks.

You bring: Strong marketing/social media experience, excellent writing skills, adaptability, and alignment with GIVE's values. DBS/safeguarding checks required.

To apply, please send your CV with one A4 page of why you want to work with GIVE to: wokingvolunteers@gmail.com

To request detailed information on both roles, email: wokingvolunteers@gmail.com

Closing date: 20 February

