



Do you want to work for an award winning charity?

Telford & Wrekin CVS are looking for value driven people to join our dynamic and diverse team.

Live Well Community Hub Co-ordinator

15 hours per week

Fixed Term Contract until 30th June 2026

Telford & Wrekin CVS and CAB are partnering with Telford & Wrekin Council to help support the implementation of Live Well Community Hubs (LWCH) across the borough. LWCH are both intelligences led, and asset based and will offer an expected level of face-to-face service where residents can get information, advice and guidance in one place / space, which is familiar to them. From the hubs, residents (family members or friends) can then take action or be provided with the right support. The Hubs will operate on different days of the week and times to suit local need and wider accessibility across the borough. Based on feedback from a number of services, particularly around capacity and footfall, it is proposed that all LWCH operate for the duration of two hours.

Coordinators from Telford & Wrekin CVS and CAB will support core partners and Telford & Wrekin Council to ensure there is a good and consistent offer to residents across all hubs.

The successful candidate may be required to undertake Enhanced Disclosure and Barring Service check, and as the position requires the post holder to work in contact with vulnerable adults, Telford & Wrekin CVS is entitled to ask exempted questions under the provisions of the Rehabilitation of Offenders Act 1974 Exemptions Order 1975 and will require an Enhanced Disclosure from the Disclosure and Barring Service before any appointment can be confirmed. Telford & Wrekin CVS complies completely with the DBS Code of Practice; a copy of the code is available on request. Any criminal record shown on a disclosure will not necessarily be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn. Our Recruitment of Ex-Offenders Policy is available on request. Information obtained from the DBS will not be used unfairly.

Closing Date: Friday 28th November 2025

For an informal discussion contact Jeni Kuczynska, CEO, on (01952) 916081 or by email jeni.kuczynska@tandwcvcs.org.uk

Please return completed application form to Karen Morrow, Senior Manager - HR, email karen.morrow@tandwcvcs.org.uk