



hope
after · suicide · loss

Hope After Suicide Loss

Recruitment information

Employer	Hope After Suicide Loss (HOPE)
Job title	Charity Co-ordinator
Salary	£31,200 per annum pro rata, depending on experience (equates to £11,700 pa)
Hours	15 hours per week to be worked flexibly
Term	Fixed term contract for 6 months (with the option to extend dependent on funding)
Responsible to	The Board of Trustees
Closing date	14 March 2025 Applications received after the closing date cannot be considered.
Interviews	26 March 2025

Job purpose

Working closely with the Board of Trustees and a small team of volunteers, the Charity Co-ordinator is responsible for managing the day-to-day running of HOPE and ensuring it continues to thrive and develop. Excellent communication and effective team working are essential requirements for the success of these posts.

Please refer to our website www.hopeaftersuicideloss.org.uk and the charities commission website [Charity overview, HOPE AFTER SUICIDE LOSS - 1186881, Register of Charities - The Charity Commission](#) for more information about the charity.

How to apply

Please read the Job Description and Person Specification before sending a Cover letter (no more than 2 pages) and your CV. We can only determine your suitability for the position from the information you give in these documents.

Please submit these to:

by email to : office@hopeaftersuicideloss.org.uk with "Application" in the subject line

Charity Coordinator – Hope After Suicide Loss

Make a Difference. Support. Connect. Empower.

Are you passionate about supporting those affected by suicide loss? Hope After Suicide Loss is looking for a dedicated **Charity Coordinator** to help us grow our impact and ensure our services reach those who need them most.

What You'll Do:

- **Support Services:** Coordinate 1:1 counselling, listening support, and group meetings.
- **Volunteer Coordination:** Recruit, support, and engage volunteers, ensuring they feel valued.
- **Community Outreach:** Raise awareness, manage website and social media, and develop partnerships.
- **Operations & Administration:** Assist trustees, maintain records, support fundraising, and ensure compliance.

What We're Looking For:

- Experience in the charity or volunteer sector
- Experience in fundraising or grant applications
- Strong communication and organisational skills
- Empathy and understanding of suicide bereavement (lived experience is a plus)
- Ability to manage multiple projects and work both independently and in a team
- IT proficiency (Microsoft Office, databases, social media)
- Someone who is based in Norfolk or Suffolk

Bonus Skills (Desirable, but not essential):

- Social media and website management

This is more than a job—it's a chance to make a meaningful impact. If you're compassionate, proactive, and ready to help, we'd love to hear from you.

Apply now and be part of our mission to bring hope and support to those in need.