



Job Title: Community Involvement Coordinator

Location: VisionPK Sensory Hub, George Street, Perth (with travel across Perth and Kinross)

Reports to: CEO

Salary: £25,861 - £27,141 (pro rata)

Hours: 22.5 hours per week over 3 days (Fixed-term contract until 31 March 2027)

About Us:

VisionPK is an exciting and growing charity, recently opening our new Sensory Hub in the heart of Perth. We provide specialist services for people with sight and hearing loss living within the Perth and Kinross local authority area.

We are currently recruiting a Community Involvement Coordinator funded by the National Lottery Community Fund. This role will strengthen VisionPK's presence in the community by overseeing volunteer recruitment and governance and building stakeholder relationships.

The Role

Volunteer Recruitment and Governance

- Maintain, update and implement volunteer management policies, ensuring legal compliance and best practices.
- Maintain and deliver induction and ongoing training for volunteers, equipping them with the skills needed to contribute effectively.
- Provide guidance and supervision to volunteers, ensuring a positive experience and high performance in their roles.

Community Engagement and Relationship Building

- Establish strong connections with local community groups, service users, and stakeholders to expand VisionPK's network and influence.
- Work with community partners to align VisionPK services with local needs and identify opportunities for collaboration.
- Raise awareness of VisionPK's services through participation in local events, presentations, and outreach activities.

Raising Awareness and Promoting VisionPK

- Actively promote VisionPK's services, events, and initiatives through local and digital channels.
- Work closely with the Fundraising & Events Manager to implement community-based fundraising events that engage local supporters and raise essential funds for the charity.

About You

- Experience in volunteer management, community engagement, or project coordination.
- Excellent interpersonal and communication skills, with the ability to build relationships with diverse groups.
- Strong organisational skills and the ability to manage multiple projects simultaneously.
- A proactive, collaborative, and compassionate individual who is passionate about making a positive difference.

Why Join Us

- Be part of an exciting time as we grow and develop our services and support across Perth and Kinross.
- Make a real difference in the lives of people with sight and/or hearing loss.
- Join a supportive and fun team that values hard work and collaboration.
- A supportive and collaborative working environment.
- 35 days A/L (including public/bank holidays) (pro rata for part time role)
- Birthday day off
- Christmas Eve off and office is closed over Christmas and New Year.

How to Apply:

If you're passionate about making a positive impact, we'd love to hear from you. Please read the [candidate pack](#) and complete the application form, closing date Friday 7th November 2025, interviews to be held on Tuesday 18th November 2025.

If you would like an informal conversation prior to applying for the post please contact 01738 626 969 and ask to speak to Kate Charles CEO.

This is an exciting opportunity to be part of a dynamic charity making a real difference in people's lives. Join us at VisionPK and help create a more inclusive community!