****

**Referral Co-ordinator**

**Vacancy Reference:** CC060

**Location:** Home based with access to the office in Dingwall as and when needed

**Hours:** 35 hours per week

**Salary:**  £26,500.84 per annum

**Contract:** Fixed Term 9 months

We are looking for a Referral Co-ordinator to join our team,the successful candidate will be the first point of contact for unpaid Carers accessing the service via telephone, email, online and triaging referrals and coordinating these within the team.

The Referral Co-ordinator will also directly support Carers through accessing appropriate services, sourcing, and providing information and providing links to other resources and support services which are relevant to their caring role.

**To apply** for this role, please visit our website to download the job description and person specification along with our application form and return your completed application to Sarah, our HR Officer by email [stait@connectingcarers.org.uk](mailto:stait@connectingcarers.org.uk)

If you have any **informal enquires** about the role, please contact Kasia, our Adult Carer Service Manager on 0785 079 4423 or kwilczynska@connectingcarers.org.uk

**Closing date** for applications is 11.59 pm on Sunday 28 August 2022, with a view to holding interviews on week commencing 5 September 2022.

**Website link:**