Live Well in Braunton
Connecting the Community

Dear Applicant,

Thank you for your interest in the Volunteer Hub Coordinator position with Live Well Braunton.

Live Well Braunton is a community-focused CIC dedicated to improving health, wellbeing, and social connection for local residents. We work alongside volunteers, community groups, and partner organisations to reduce isolation, promote wellbeing, and support people to live healthier, happier lives.

As Volunteer Hub Coordinator, you will play a key role in recruiting, supporting, and coordinating volunteers, maintaining volunteer records, developing new volunteering opportunities, and helping to ensure that volunteers have a rewarding and positive experience while contributing to our community projects.

To apply for this position, please submit:

• A current CV outlining your relevant experience and skills.

• A personal statement of no more than 300 words explaining why you would like to undertake this role.

• A personal statement of no more than 300 words describing what you would hope to achieve if appointed as Volunteer Hub Coordinator.

- Hours 10 hours per week at £20.00 per hour

Applications must be received no later than 5:00 pm on 30 October 2026. Late applications may not be considered.

Applications will be reviewed against the requirements of the role, and shortlisted candidates will be invited to attend an interview.

We are grateful for your interest in supporting the work of Live Well Braunton and look forward to learning more about your experience, aspirations, and commitment to community wellbeing.

Yours sincerely,

Live Well Braunton

Recruitment Team

Live Well in Braunton
Connecting the Community

https://Livewellinbraunton.co.uk

connect@livewellinbraunton.co.uk

Volunteer Hub Coordinator Application Form

Application Deadline
5:00 pm, 30 October 2026

Thank you for your interest in the Volunteer Hub Coordinator position. Please complete this application form and submit it together with your CV by the closing date.

Personal Details

Full Name:_____

Address: _____

Telephone Number:_____

Email Address:_____

Eligibility: Do you have the right to work in the UK?

☐ Yes ☐ No

Relevant Experience

Please provide a brief summary of any experience you have that is relevant to this role, including volunteer management, community engagement, administration, project coordination, or customer service. [100 words]

Skills and Attributes

Please tell us about the skills and qualities you feel would enable you to be successful in this role. [100 words]

Supporting Statement 1

Why would you like to undertake the role of Volunteer Hub Coordinator?
Please provide a statement of no more than 200 words.

Supporting Statement 2 What would you hope to achieve if appointed to this role? Please provide a statement of no more than 200 words
References Please provide details of two referees who are able to comment on your suitability for this role.
Referee 1: Name : Relationship to You:_____ Organisation:_ _____ Telephone: _____ Email: _____
Referee 2: Name:_ _____ Relationship to You:_____ Organisation:_ _____ Telephone:_ _____ Email: _____
Declaration I confirm that the information provided in this application form and accompanying CV is accurate to the best of my knowledge.

Applicant Signature:_____

Date: _____

Submission Instructions

Please submit:

- Completed Application Form
- Current CV
- Supporting Statement (maximum 300 words) explaining why you wish to undertake the role
- Supporting Statement (maximum 300 words) outlining what you would hope to achieve in the role

Applications must be received by **5:00 pm on 30 October 2026**.

Thank you for your interest in supporting Live Well Braunton and helping us strengthen our local community through volunteering.

Please return to admin@livewellinbraunton.co.uk