

Part time Office Coordinator Bexley Borough Neighbourhood Watch Assc.

Bexley Borough Neighbourhood Watch Association, a registered charity, has a vacancy for a part time Office Coordinator based in Belvedere.

The role will coordinate the activities of Neighbourhood Watch within Bexley; it will liaise with and direct the members of Neighbourhood Watch together with related agencies such as Safer Neighbourhoods Teams and Bexley Community Safety Partnership in working towards a safer Bexley.

15 Hours per week Flexible working possible by agreement

If you consider you have the appropriate office administration and computer skills please send your application together with a CV to:

JOB APPLICATION Bexley Borough Neighbourhood Watch Assc. Belvedere Police Station, 2 Nuxley Road, Belvedere Kent DA17 5JF or email office@bexleywatch.org.uk

Closing date for applications is Thursday 29th April 2010 , it is anticipated to hold first interviews the following week.

See www.bexleywatch.org.uk for further details