



south west ross  
**community**  
car scheme

# Part Time Administrator

**Do you have 6 hours a week  
to get involved in a local  
charity?**

SWRCCS is looking for a part time administrator to support the coordinator to deliver its services supporting local people to get places.

Flexible working arrangements available.

## **The role:**

Liaising with our wonderful volunteers through email and telephone.  
Administrative duties involving working on the computer.  
Covering for the coordinator when away.

For further information and application form please contact Peter on 01445 791335 or [coordinator@swrc-carscheme.co.uk](mailto:coordinator@swrc-carscheme.co.uk)  
Closing date 18<sup>th</sup> April, 2024

**Flexible commitments that you choose.  
Contact with different people.  
Feeling useful and supportive to others.**

Further details about SWRCCS and volunteering can be found at [www.swrc-carscheme.co.uk](http://www.swrc-carscheme.co.uk)



registered Scottish charity no: SC034461