



Gillingham Area Voluntary Car Link Scheme
Registered charity number 1138732
www.gillinghamcarlink.org.uk

c/o The Town Hall, School Road, Gillingham, Dorset. SP8 4QR

The Coordinators role

Your questions answered

How often will I work?

We try to make sure that you only work one week in four.

Do I have to go into the office when I'm working?

No, we don't have an office. You can do the job from anywhere with a phone line. You could work from your bed if that's what you choose.

What hours will I work?

Whatever hours you like. As long as the calls get cleared and the clients are matched up with drivers, we don't mind when you do it. Some coordinators like to do it in the mornings, others choose late afternoon.

Do I need to be computer literate.

You will need to use a computer, which we provide, but you will get training to use it.

Who pays for my phone calls?

We pay you a fixed sum to cover the use of your phone for the week and a portion of your line rental. We recommend that you move to an "Anytime" tariff. We provide a mobile phone for you to collect calls and recommend that you use that to call mobile numbers.

Do I get any say in what weeks I work?

Yes, of course you do. If there are weeks that you cannot do just let us know and we'll arrange the rota to ensure that your duties are convenient for you.