

Job Description HUB Coordinator

Title of Post: HUB Coordinator
Employer: Coleshill Town Council
Salary: £11.45 per hour (NALC SCP Scale 13)
Hours: 15 hours per week
Contract: Fixed term 2 years
Responsible to: Community & Partnership Manager



Introduction

Aims of the Post: To manage and recruit Volunteers in the Coleshill Community Hub and to deliver the key aims and objectives of the Community HUB.

The key objectives of the HUB are detailed below:

- a. Increasing the Hub services and facilities offered, especially to include those who experience disadvantage or would traditionally experience barriers to accessing services.
- b. Improving opportunities for skills and personal development through both use of HUB services and by volunteering.
- c. Improving quality of life and facilities by offering support, training and courses for all users and volunteers
- d. Enhancing the services to better meet the needs of the communities we serve.

Job description

The main duties of the post will be:

1. Participate in planning, organising and running the following activities:
 - a. Recruitment of at least 12 new volunteers.
 - b. Support the Community & Partnership Manager, Town Clerk and Town Councillors in the expansion and development of the HUB, particularly with the intrusion of the HS2 works and build in this area.
 - c. Support, training and supervision of volunteers. Support existing projects and facilities as lead if required and manage volunteers.
2. Conduct outreach activities in Coleshill and surrounding areas to promote new initiatives, events and volunteering activities.
3. To work in liaison with appropriate project leads, C & P Manager and town clerk to develop and plan local initiatives and community events/schemes
4. To undertake local networking with other agencies and organisations to support local community involvement and initiatives.
5. To develop appropriate volunteer recruitment campaigns in liaison with the C & P Manager.

6. To provide support and guidance to project leads in selecting, supporting and managing volunteers.
7. To develop and facilitate volunteer and implement volunteer training programme and a development plan.
8. To develop support networks to improve the engagement and retention of volunteers.
9. Produce promotional material and content; and manage delivery of all forms of communication including social media.
10. Attend/deliver training, meetings and conferences/seminars relevant to the project as required.
11. Project monitoring and evaluating system including monitoring of timekeeping and other operational activities.
12. collect information, monitor project activities, evidence the specific outcomes and report to funder on progress.
13. Undergo training as required.
14. Work occasional social hours.
15. Produce regular reports of work activities and compile the project report.
16. Undertake any other duties and responsibilities as agreed with the Manager.

Project Administration

1. Ensuring the accurate and timely recording of all information relating to the service and its activities including visitors' records.
2. Undertaking all routine administration tasks generated by the project, such as timesheets, mileage, expenses and such like.
3. Ensuring all documentation relating to HUB volunteers is stored safely and in line with organisational policy.

Management and Accountability

1. Participating in staff meetings and staff supervision sessions on a regular basis.
2. Participating in personal development and other training sessions, as arranged by the HUB.
3. Ensuring the confidentiality of HUB service users and volunteers is maintained at all times.
4. Undertaking any other appropriate duties as agreed with the C & P Manager.

Conditions of Service

1. Annual leave and public holidays – annual leave and public holidays will be calculated on a pro-rata basis
2. Pension: will abide by legal requirements to provide a workplace pension.
3. Union: will recognise the appropriate trade union.
4. Equal opportunities: is an equal opportunities employer.
5. Staff Development and Training: The successful candidate will receive an induction programme within the first four weeks of appointment. Further training will be provided if necessary and resources permitting.

6. Some evening and weekend hours may be required.

Location: The post holder will be based in the Coleshill Community HUB in Coleshill, with some outreach work and meetings around Warwickshire.

This post is funded for 2 years fixed from commencement of role

Application forms, along with equality monitoring form must be received no later than the closing date and time by either email or post or by hand.

Closing date: Monday 14th October 2019 at 1.00 pm

Please note: Please note that CVs will not be accepted or considered **unless supported** with a completed application form.

If you would like to discuss this position further, contact Helen Whittaker helen@coleshilltowncouncil.gov.uk or on 01675 463326

Person Specification for HUB Coordinator

All of the following requirements will be assessed from a combination of information provided on the application form, the interview, and any references received:



	Skills & Abilities	Essential	Desirable
1	Good verbal, written and presentation skills	*	
2	Ability to work effectively with a team	*	
3	Organisational skills	*	
4	Ability to use own initiative and organise own workload in consultation with manager	*	
5	Interpersonal skills: ability to relate well to others	*	
6	Ability to foster collective working between community organisations/groups and individuals	*	
7	Effective communication and networking skills with both organisations and individuals	*	
8	Ability to demonstrate an active commitment towards the project and achieving objectives	*	
9	Ability to motivate and enthuse people and groups	*	
10	Diversity sensitivity: cultural sensitivity and ability to build rapport with others in a multicultural environment	*	
11	Knowledge of using a variety of social media channels to promote a project or campaign	*	
	Experience		
12	Experience of working in, or with, the voluntary sector in a volunteer development role or learning and development role	*	
13	Experience of working with equality community organisations and individuals with protected characteristics		*
14	Good IT skills including word processing and database management	*	
15	Experience of contributing effectively as a team member	*	

16	Experience of using evaluation and monitoring tools and techniques	*	
17	Experience of mentoring volunteers		*
18	Experience of running clubs or activities	*	
	Knowledge		
19	Knowledge of good practice in volunteering	*	
20	Experience in public speaking		*
	Training and Qualifications		
21	Educated to higher level or professional qualification, e.g. community education; learning and development or training.	*	
	Other		
22	Willing to work some evenings and weekends	*	
23	Knowledge of equality, diversity and inclusion	*	