

Community Centre Coordinator

Job Description and Person Specification

The Octagon Community Centre, Malvern is a volunteer led charity located in Brook Farm Drive, at the heart of the local community. The National Lottery Community Fund has awarded a grant to the charity to help realise the aim of the Trustees: *to provide a more accessible space where local families and individuals can connect with each other and relevant advice and support services.*

To assist us in achieving this aim we are looking to recruit a part-time Community Centre Coordinator. The role will involve providing support to volunteers in the running of current projects, coordinating their activities and developing new projects, in response to the needs identified by our recent community consultation. There will be an ongoing requirement to increase our team of committed volunteers, ensuring they receive the correct induction and training, as advised by the Project Manager. The post holder will also be responsible for dealing with potential Hirers' of the Centre and any day-to-day queries that may arise.

Role Description

Hours: 16 hours p/w worked as follows:
Mon 9 a.m. - midday
Wed 2 p.m. - 5 p.m.
Thu 2 p.m. - 8 p.m.
Fri 9 a.m. - midday

Salary: £12.50 p/h

Reporting to: Project Manager

Responsible for: Octagon volunteers

Contract: Fixed term, 3 year contract

Location: The Octagon Community Centre, Malvern

Closing Date: 16th June 2024

Key Responsibilities

- Develop and deliver new projects with the community, in response to the needs identified in our community consultation
- Manage and grow our team of volunteers to help support the Centre and our current and new projects
- Progressing our volunteer training programme, as advised by the Project Manager
- Ensure compliance with Health & Safety and Safeguarding requirements
- Office administration, including issuing keys and inducting hirers of the Centre

Person Specification

Qualities and Attributes

- Self-starter, who is flexible, adaptable, and a strong team player
- Good communication skills with the ability to connect and build strong relationships with a wide range of people, including members of the local community and professionals working for our partner organisations
- Able to work independently and prioritise tasks and workload
- An ability to 'get the best out of people'
- Ability to work in line with defined processes and boundaries

Skills and Experience

Essential

- Experience of working within communities
- Ability to work independently
- IT literate and good working knowledge of Microsoft Office

Desirable

- Community leadership, team building and facilitation skills
- Experience and understanding of safeguarding and promoting the welfare of children and vulnerable adults
- Experience of monitoring and evaluating projects
- Ability to drive/access a vehicle for work purposes

Please Note:

The Octagon values people as individuals with diverse opinions, cultures, lifestyles and circumstances. We encourage applications from a diverse range of candidates to help us reflect our world and the communities we work alongside.

Our organisation follows Safer Recruitment principles and guidelines for all posts where contact with children and/or vulnerable adults is likely – this includes a full application process, interviewing candidates, taking up and verifying two satisfactory references, identity checks and a (Disclosure and Barring Service) DBS check at the relevant level.

An enhanced DBS check will be undertaken on the successful candidate for this role.

In addition, you must have the right to live and work in the UK.