

Community Hub Activity Coordinator Job Description



With the help of Awards For All – Community fund, we are embarking on a journey to grow our services to support more people and during this expansion need the right people to join us. If you are motivated by

our values, vision and mission statement and want to be part of a fast growing, forward thinking and friendly organisation please read on.

Job Title: Community Hub Activity Coordinator

Location: Multi Storey Car Park, Phoenix Lane, Tiverton, Devon

Hours: 16 hours per week Monday 9:30-13:30, Tuesday 9:30-14:30, Thursday 9:30-14:30, Friday 9:30-13:30 (Includes a 30 minute unpaid lunch break.

Remuneration: £9.50 an hour with the possibility of increasing after a successful 3-month probation period.

Contract Length: 12 Months from start date. (Continued employment after the contract end date will depend on funding)

Responsible to: Chief Executive Officer

Job Purpose: We are recruiting a Community Hub Activity Coordinator to work in our Community Hub in Tiverton in order to maintain and increase activity provision and community engagement for older & disabled people.

Post holders will be able to identify opportunities for promoting Mid Devon Mobility's services, while developing new activities for older people. Holding or developing a wide knowledge of our services and other services available in the area to assist people to maximise on these opportunities to live a full and active life.

Main Tasks:

- To promote, support and develop a range of leisure, learning, recreational and cultural activities aimed at promoting health, wellbeing, independence and choice.
- Support established and develop new groups, activities, functions and events.
- Identify and attend community meetings and events relevant to older people.
- Prepare and deliver reports on the Community Hub and its services to local community groups.
- Consult with older adults and gain an insight into gaps in provision and development opportunities within their locality.
- Signpost or refer older and disabled people in to relevant services, activities or support

- Promote services with a view to increased awareness, participation and custom across all charitable and paid for services.
- Recruit volunteers and promote the benefits of volunteering
- Be responsible for ensuring all activities are delivered safely and in line with relevant legislation.
- Maintain current activity provision and seek opportunities to host a range of activities and groups.
- Source competent individuals to provide classes and activities.
- Act as first point of contact for activity providers.
- Maintain records of all activity providers and participants in line with GDPR legislation.
- Identify and attend community networking opportunities and meetings to promote MDM services.
- Identify opportunities for partnership working
- Facilitate and promote themed events and functions in line with national campaigns and holidays.
- Maintain appropriate professional relationships with customers and maintain the highest standards of client confidentiality.
- Support, supervise and coordinate a team of volunteers to facilitate activities in the Community Hub.
- Carry out any duties deemed reasonable by your Line Manager.

Person Specification	Essential	Desirable
Strong communication skills – verbal and written including experience of public speaking and/or the ability to give presentations, and facilitate group discussions	✓	
Commitment to the community sector and working in partnership with organisations with shared aims.	✓	
Minimum 2 year's involvement in community liaison activities including proven ability to work with, volunteers, individuals, groups and other agencies, including local authorities, to achieve agreed outcomes.		✓
Experience of Volunteer co-ordination or experience of managing or coordinating projects and volunteers (paid or unpaid);		✓
Commitment to and a working knowledge of equality & diversity including an understanding of the needs and problems of rural communities	✓	
Administrative and IT skills, and an ability to maintain records and produce clear written and oral reports;	✓	
Ability to effectively plan and organise own workload and coordinate other resource to meet deadlines.	✓	
Excellent team working skills.	✓	
Ability to deal with information in a confidential manner and respond with sensitivity;	✓	
A working knowledge and experience of a wide range of communication media, including report writing, newsletter production etc.	✓	
Strong interpersonal skills and the ability to deal with a diverse range of people with experience of working across different sectors and developing links with other agencies;	✓	
An empathy with volunteers and an understanding of their needs;	✓	
A high degree of personal motivation and a willingness to learn new skills, taking on challenges and undertake relevant training.	✓	

Either hold a DBS certificate or be willing to have a DBS check.	✓	
Capacity to inspire and motivate others;	✓	✓
Knowledge of the Devon area		✓