



## JOB DESCRIPTION

Job title:	Community Programme Coordinator
Salary:	£23,000 per year
Hours:	Full time, five days per week (37.5hrs)
Duration:	Permanent
Reports to:	Centre Manager – Stretford Public Hall
Responsible for:	Volunteers

## JOB OVERVIEW

Friends of Stretford Public Hall are recruiting a new coordinator to lead the hall's work within the local community of Stretford and north Trafford. We are looking for a passionate and enthusiastic individual to run and further develop an exciting programme of community activities.

The main responsibilities of the Community Programme Coordinator will be:

- The management and delivery of the hall's programme of existing community activities and projects
- The management and delivery of Stretford Public Hall's community hub services
- The development of new community outreach activities, particularly aimed at engaging with groups who do not currently use the hall
- The management & support of Stretford Public Hall's volunteer team.

The hours of work will be mainly Monday to Friday but some weekend working may be required, as will occasional evening / late night working.

## ABOUT FRIENDS OF STRETFORD PUBLIC HALL

Friends of Stretford Public Hall is a charitable community benefit society, established in 2015 to save Stretford Public Hall and to restore the Hall to a multi-purpose community venue. The hall is home to a wide variety of arts and cultural events and activities, including a regular community cinema, a community choir, Stretford Children's Theatre, live music nights, and health and wellbeing activities. We are now looking to recruit someone to coordinate our work within the local community.

## RESPONSIBILITIES

### **Delivery of Stretford Public Hall's existing programme of community activities and projects:**

- Delivery of existing community activities (eg 'Wellbeing Tuesdays', art classes and workshops), ensuring activities are accessible to all
- Costing and budgeting of community activities, ensuring activities are financially viable or supported by appropriate external funding
- Working alongside an established project team to deliver the Trafford Thriving Communities project, a new Arts Council-funded social prescribing project running across North Trafford.
- Supporting the coordination of the Trafford Poverty Truth Commission, a new partnership project currently under development by Trafford Council alongside partner organisations
- Researching and development of new community activities. Seeking grant funding for these where applicable.
- Collecting of social impact data, and evaluation and reporting on community activities.

### **Management and delivery of community hub services:**

- To support Stretford Public Hall's continued development as a community hub, providing signposting and access to local information
- To manage the delivery of Online Centre services, and activities which enable local residents to access digital services and to loan digital devices
- To broker and build partnerships and networks between local service providers, community organisations, public health, housing associations and cultural venues and groups, through Stretford Hub meetings and through the Trafford Community Collective

### **Development of new community outreach activities:**

To promote and encourage wide community access and usage of the Hall through specific activities such as:

- Increase attendance and engage with under-represented communities such as young people, older people and members of Black, Asian and diverse ethnic communities
- Working with local partners and providers, develop and expand our community programme to increase the number of events and activities aimed at under-represented communities
- Manage dedicated project budgets and grants and work alongside the Centre manager to ensure appropriate reports and records are maintained.

### **Management & support of Stretford Public Hall volunteer team:**

- To manage Stretford Public Hall's team of volunteers, identifying suitable volunteer roles and developing volunteer role descriptions
- Use the volunteer management software Assemble to manage volunteer recruitment and inductions and to assign volunteer roles
- Recruit new volunteers, organise rotas, and provide appropriate inductions and training
- Monitor and motivate volunteers and support them and their work
- With support from Finance and Admin officer, manage volunteer budgets and resources, including the reimbursement of expenses
- Work alongside the hall's Centre manager to ensure volunteer policies, risk assessments and other administration is maintained and kept up to date.

## YOUR EXPERIENCE

### Essential

- Experience of working within diverse local communities and delivering projects at a community level
- Experience of project management, delivering a project on time and on budget
- Experience of working with volunteers, including the recruiting, training, managing and supervising of volunteers
- Experience of presenting information creatively, in a variety of formats for different audiences.

### Desirable

- Experience of working on arts & cultural projects, ideally at a community level
- Experience of grant funding and grant-funded projects, and the securing and managing of grant funding
- Experience of undertaking risk assessment and the understanding the health and safety implications of community activities

## YOUR KNOWLEDGE & SKILLS

### Essential

- Excellent communication skills; a friendly, confident and approachable manner, showing sensitivity to diverse needs
- A positive, enthusiastic and flexible attitude to work in varied situations
- The ability to work collaboratively both internally and externally, with people at all levels
- Excellent administrative skills including a high level of experience using Microsoft packages
- Proven ability to prioritise a varied workload, balance competing demands and meet deadlines.
- Able to work unsupervised and under your own initiative
- Willingness to work and travel across Stretford and north Trafford
- A commitment to equality and diversity in the workplace, and a commitment to the co-operative principles of Friends of Stretford Public Hall

### Desirable

- A good understanding of safeguarding processes and procedures
- Local knowledge of the area of Stretford and North Trafford
- A commitment to Stretford Public Hall's ethos as a co-operative and a community-owned venue

### Additional notes

Friends of Stretford Public Hall operates flexible working arrangements, including flexi-time. The right to flexible working arrangements is applicable to employees following successful completion of their probationary period.

For more information about this role, please contact Kate McGeevor by email [kate@stretfordpublichall.org.uk](mailto:kate@stretfordpublichall.org.uk) or on 07926 686224.