

Bassenthwaite Parish Room Hub Co-ordinator - Job description

Activities.

To take responsibility for the development, promotion and delivery of services and activities in the Parish Room. This will involve

- integrating themselves into the community and into the hall management structure so that they become a full team member, working to provide a suitable programme of activities
- managing hall bookings to develop a balanced range of events and activities, including lettings for bunkhouse use
- establishing good relationships with former service providers and initiating links with new providers to develop a range of activities in response to community needs
- engaging with beneficiaries and community volunteers to promote community involvement and identify local needs
- helping develop strategies to engage infrequent hall users e.g. new activities, help with transport
- advertising and marketing both the hall as a venue and the activities available. This will include organisation of an Open Day to launch the new hall in September 2017. The co-ordinator will contribute to the development of a new 'Parish Room' section of the community website, using it to publicise events and activities.
- monitoring the financial viability of different activities and working with the Management Committee Treasurer to develop sustainable income streams

Monitoring and reporting.

To take responsibility for the collection of data to monitor progress towards our agreed aims for developing usage of the Parish Room. This will involve helping to develop systems to

- record and summarise data on bookings and types of usage
- collect and collate usage data from activity leaders and opinions from hall users
- evaluate the data to monitor progress towards our agreed objectives

The co-ordinator will attend regular meetings of the Management Committee and the AGM to report progress.

Legacy.

Towards the end of the contract, to manage the transfer of administrative processes, including monitoring and evaluation, to community volunteers. This will involve

- establishing simple systems for administrative and monitoring processes and documenting these systems where appropriate
- training and supporting community volunteers to take over at the end of the contract

Working conditions

The co-ordinator will have the use of a work-space in the small meeting room of the Parish Room. This will include the provision of an internet connection, laptop and mobile phone.

The co-ordinator will have the ear, the goodwill and the support of the Management Committee. He/she will report directly to the Chair of the Committee and will meet with her weekly to ensure smooth running of the project.

The co-ordinator will be required to complete an enhanced DBS check.

Bassenthwaite Parish Room is a registered charity (Charity Commission no. 501161)

For any further information, please contact Gillian Forsyth on 07989689592 or gillforsyth2@gmail.com.

To apply for this position:

Please send your name, address and contact details, together with a current C.V. highlighting relevant skills and experience either by email or to:

Mrs Gillian Forsyth,
Chair, Bassenthwaite Parish Room Management Committee,
Glen Crest,
North Row,
Bassenthwaite,
Keswick, CA12 4RG.



Closing date for applications: 10th July, 2017. Interviews will be held later that week.

LOTTERY FUNDED