

Catcliffe Parish Council

Memorial Hall Activities and Building Coordinator

Job Description

Job Title:	Memorial Hall Activities and Building Coordinator
Salary:	£30,000
Hours of Work:	37 per week – Some evening and weekend work will be necessary
Responsible to:	The Clerk
Responsible for:	TBC

Job Purpose:

- To set up and develop activity groups in the memorial hall and encourage the active participation of local people
- To build skills and empower local people to play a part in their local community
- To ensure effective running of the Memorial Hall

Main Duties and Responsibilities

- To work with the community in Catcliffe to identify need, set up activity groups for different ages and interests
- To run the groups, identifying leaders within them and building skills of group members
- To identify, train and develop groups and group members as necessary
- To promote groups and activities on social media
- To work and report on specific targets and outcomes as determined by funding requirements
- To assist groups in becoming sustainable, identifying further funding sources
- To plan and deliver a number of community events in the hall throughout the year
- To work with other organisations and groups within the community, with a focus on getting more people involved in supporting their local community and address issues of disadvantage and social exclusion
- To contribute to the ongoing evaluation of work and provide monitoring information and reports
- To coordinate the running of the Memorial Hall including ensuring health and safety requirements are met and regular inspections and maintenance are carried out by the caretaker and external organisations.
- To undertake any roles or tasks that are consistent with the level of the post and fall within the scope of the role thereby ensuring that the overall business and operational priorities of the project are delivered in a timely and effective manner.

Person Specification

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and candidates lacking these attributes will not be considered for the post.

The points detailed under “Desirable” are additional attributes to enable the applicant to perform within the post more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Personal skills/characteristics	Essential	Desirable	Method of Assessment
Experience			
Experience in community development or related field (paid or unpaid)	✓		AF / I / R
Experience in a related post and able to demonstrate competence to undertake the duties required	✓		AF / I / R
Experience of involvement with statutory/voluntary organisations in addressing community issues	✓		AF / I / R
Experience of assisting and working with individuals and groups to become involved in development of their communities	✓		AF / I / R
Experience of buildings management (paid or unpaid)		✓	AF / I / R
Qualifications and Training			
Good general standard of education	✓		AF / C
Relevant degree or equivalent professional qualification		✓	AF / C
Ability to demonstrate continuous improvement and self-development	✓		AF / I / R
Special skills/knowledge			
Understanding of social issues and their local impact	✓		AF / I / R
Knowledge of funding regimes and their requirements	✓		AF / I / R
Ability to identify needs of community groups and organisations	✓		AF / I / R
Ability to address training needs of community groups, including developing and delivery as appropriate		✓	AF / I / R
Computer literate with experience of Microsoft Windows software, Canva, and using social media to promote activities	✓		AF / I / R

Understanding and commitment to develop and maintain partnership working	✓		AF / I / R
Personal Qualities			
Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines	✓		AF / I / R
High level of written and oral communication skills	✓		AF / I / R
Ability to work flexibly and enthusiastically within a team or on own initiative	✓		AF / I / R
Drive and resilience	✓		AF / I / R
Knowledge of and commitment to equal opportunities	✓		AF / I / R
Personal circumstances			
Willingness to work flexible hours when required to meet work demands.	✓		I
Occasional attendance at meetings outside normal working hours.	✓		I
Physical requirements			
Ability to travel to various locations during the course of employment as required.	✓		I

Key: AF = Application Form; I = Interview; R = Reference; T = Test; C = Certificate