



## Volunteer and Community Events Coordinator for Tang Hall Big Local

The role will be part time: up to 22.5 hours per week. The role is offered as a 3-year contract. Hours can be flexible but there will be requirement to work some evenings and weekends as required through delivery of the THBL Local Plan. The organisation base is at Tang Hall Community Centre. This is a re advertisement – previous applicants need not apply.

Salary (£20,000 pro rata)

The successful applicant will be required to have an enhanced DBS check under the Disclosure and Barring Service. This role cannot be offered as a job share

Reporting to: THBL Project Lead

### 1. Introduction

The Big Lottery Fund is, through Local Trust and Big Local, investing at least £1m into the Tang Hall area in York to support a 10-year programme of activities to support local residents to make the area an even better place to live.

**Tang Hall Big Local (THBL)** is about making Tang Hall an even better place to live for all. Local residents are working together to get local people who live and/or work in Tang Hall involved in planning how to use the £1 million awarded to the area.

The Partnership has been appointed by local residents and organisations as the people responsible for delivering the Local Plan. Working together with the Local Trust to ensure the fund is spent as agreed. Tang Hall Big Local CIO is a registered charity.

This is a unique opportunity for an individual with a vocation and passionate about community development/engagement work to alongside the Partnership, the charity, working groups, other local residents and stakeholders to deliver the first two years of the Local Plan

### 2. The brief

#### Purpose

The Volunteer & Community Events Coordinator will be responsible for the coordination of Tang Hall Big Local (THBL) volunteering and events aligned to the Local Plan. The Coordinator will

support volunteers to access opportunities and develop skills through a programme of activities and ensuring there is effective delivery and high volunteer satisfaction rates.

The aim of the role is to increase the diversity of local residents involved in the Tang Hall Big Local area, build the capacity of local people to take an active part and volunteer with THBL, make decisions on their local areas and participate in making Tang Hall a better place to live.

The Coordinator will be responsible for providing administrative support, and alongside Partnership building relationships with local residents and key stakeholders, reporting back to Partnership, Trustees, project partners and grant holders.

### **3. Main Responsibilities**

- To research, coordinate and develop the volunteer programme at THBL working with our partner Tang Hall organisations to ensure a cohesive offer in Tang Hall.
- To coordinate the programme of THBL events working with our partner Tang Hall organisations aligned to the THBL Plan.
- To support the long-term planning of events and volunteering and project manage events and any other projects as directed by the Project Lead.
- To help recruit, support and develop new volunteers
- To coordinate, promote and evaluate community events.
- To coordinate the Community Grants Programme and Access Fund on behalf of Partnership and encourage local resident to develop applications.
- To develop long term relationships with residents and businesses in Tang Hall with a rolling out volunteering and events in the area.
- To promote and publish social media content and advertise volunteering opportunities and events.
- To support Project Lead in developing volunteering opportunities.
- To be aware of statutory requirements governing the operation of volunteering
- To ensure all events and volunteering opportunities are cost effective and delivered in line with budget.

### **4. General Responsibilities**

- To use the experience, you gain through this role as well as your knowledge and expertise to contribute to the development and sustainability of THBL.
- To work proactively and innovatively through all aspects of the role and with managing relationships.
- To attend 'one to one's' with the THBL Project Lead on a regular basis
- To ensure that personal knowledge and skills are updated.
- To attend mutually agreed training and development opportunities.
- To attend Operations Group meetings and other meetings as required, including Partnership and CIO meetings as required.
- To undertake other relevant tasks as reasonably requested by the Project Lead, and which are consistent with the level of this role.

## 5. Specification

The selected individual will have the following evidenced experience, understanding, skills and competencies.

	<b>Essential: E, Desirable: D</b>
<b>Experience</b>	
Proven experience of setting up and delivering community events and initiatives	<b>E</b>
Working with volunteers on a regular basis	<b>E</b>
Understanding and delivery of volunteer procedure including risk assessment and induction packs	<b>E</b>
Experience of promoting volunteering	<b>D</b>
Experience of working with a diverse group of people	<b>E</b>
Experience of working with different groups and partnerships	<b>D</b>
Experience of handling personal data – knowledge of GDPR and its regulatory procedures	<b>D</b>
Reporting and evaluating community events and activities.	<b>D</b>
Experience of developing people through volunteer programmes and sign posting to relevant organisations.	<b>D</b>
Experience of developing and maintaining professional relationships	<b>E</b>
Promoting volunteering opportunities using on and offline media	<b>D</b>
Experience of managing budgets for volunteering activity in cost effective manner	<b>E</b>
Worked in an office environment	<b>E</b>
Proven ability to be flexible and adaptable with pragmatic approach to reaching solutions	<b>E</b>
<b>Knowledge / Understanding</b>	
Understanding of why people volunteer	<b>E</b>
Understanding of Voluntary Sector	<b>D</b>
Understanding of collaboration and co-production	<b>D</b>
Knowledge of Tang Hall Big Local and a commitment to its values	<b>D</b>
An understanding and commitment to equal opportunities and inclusivity	<b>D</b>
<b>Skills/competencies</b>	
Excellent communication skills and a self-starter	<b>E</b>
Strong interpersonal skills working with a diverse group of people	<b>E</b>
Show empathy with volunteers and understanding of their needs	<b>E</b>
Have capacity to inspire and motivate others	<b>E</b>
Have ability to deal with information in confidential manner and respond with sensitivity	<b>E</b>
Good organizational skills and the ability to manage a variety of tasks	<b>E</b>
Computer literate and an ability to maintain records and produce written and oral reports	<b>E</b>
Have a flexible and non-judgmental approach to people and work	<b>E</b>
A full clean driving license	<b>D</b>

## 5. Application and Selection

To apply for this role, you should send:

- A full, up to date CV (to include details of 2 referees who we can contact for references on your employment/track record)
- A description (maximum 2 sides of A4) of the skills, experience, knowledge and competencies that you offer and how these meet the role purpose, tasks and responsibilities and role specification
- A covering letter with full contact details.

You should email this information to the Project Lead, Tang Hall Big Local: [anna@thbl.org.uk](mailto:anna@thbl.org.uk)

**Closing date: Friday 23 August**

## 6. Interviews/selection

**Interviews for shortlisted applicants will take place either Thurs 29/Fri 30 August 2019 at our office in the Tang Hall Community Centre**

Further any further information e mail: [anna@thbl.org.uk](mailto:anna@thbl.org.uk)

Visit our website: [www.thbl.org.uk](http://www.thbl.org.uk)

Facebook [Tang Hall Big Local](#) | Twitter [@TangHBigLocal](#) | YouTube [Tang Hall Big Local](#)