

Job Title: Hub Co-ordinator / Development Officer
Reporting to: Hub Senior Leadership Team

Location: St Thomas The Martyr Church, Church Street, Up Holland WN8 0ND

Hours: Average 18 hours per week with flexible hours

Salary: c £28,000 p.a. pro rata

Contract: one year fixed, renewable dependent on external funding

Role Summary

- To develop and maintain excellent administration and organisational systems for Up Holland Community (hereinafter stated as '*the Hub*');
- To support and develop the activities and reach of the Hub;
- To source additional funding to increase income and support activities at the Hub and to fund the post after March 2025;
- To help maintain a safe, warm welcoming environment for all who come to the Church and Hub;
- To be flexible, innovative and creative to ensure the Hub develops and thrives.

Responsibilities and Duties

1. To develop and maintain robust administrative systems to improve the efficiency and management of Hub activities;
2. To develop and maintain administrative systems to record activity and people supported;
3. To develop links with external bodies providing support to the community and introduce a sign-posting system to share information and direct people in need;
4. To develop efficient systems to manage Hub events, including the annual Summer Festival and Christmas Market;
5. To improve communication, including a regular, well-managed social media presence to advertise and celebrate successful events;
6. To work with the Senior Leadership Team to increase the number of activity groups and events;
7. To work closely with the Leadership Team to develop projects and meet objectives;
8. To support the values and ethos of the Hub;
9. To comply with all relevant Hub and Church Policies and ensure that the Hub remains a safe place for everyone;
10. To help ensure all volunteers and other colleagues support the Hub mission and values, and comply with Hub and Church Policies;
11. To take responsibility for your own health and safety, as well as the safety of the team and visitors, in accordance with the Health & Safety and Safeguarding Policies of the Hub and Church;
12. To undertake any additional duties to meet the aims and objectives of the Hub, as required by the Leadership Team;
13. To provide progress reports to the Leadership Team as required.

Qualifications and Skills

Essential requirements:

- Proven experience of working with teams and people;
- Excellent influencing and communication skills;
- Very good administrative skills;
- Good knowledge of IT and data management skills, particularly Word and Excel;
- Excellent organisational skills;
- Ability to work independently.

Desirable experience

- Experience of working successfully with volunteers.

In addition, the successful candidate will need to:

- Be good at listening;
- Have a supportive empathetic manner when talking to people;
- Be polite, respectful and positive to all;
- Be open-minded and non-judgmental;
- Be flexible and innovative.

Key Policies

- Equal Opportunities Policy
- Inclusive Hub Policy
- Health & Safety Policy
- Recruitment and DBS check Policy
- Recruitment of ex-offenders Policy
- Safeguarding Policy

Other points to note:

- Specific qualifications are not a pre-requisite, but a high level of literacy, numeracy and IT skills are expected.
- The successful applicant will be able to provide examples of experience and success in all aspects.



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