

Community Hub Coordinator Recruitment Pack

Share Bristol is looking for a self-reliant and energetic person to join our team and create, promote and organise a new Community Hub on East Street in Bedminster, operating from Share Bristol's Library of Things.

Share Bristol is an equal opportunity employer. We aim at all times to recruit the person who is most suited to the job and welcome applications from people of all backgrounds - men, women and non-binary, people of all ages, sexual orientations, nationalities, religions and beliefs.

About Share Bristol

Our vision is that everybody shares. Sharing strengthens communities by bringing people together and generating building relationships between neighbours. It makes things accessible for everyone and it is good for the environment.

We currently provide a Library of Things service, operating from locations in Kingswood and Bedminster, with more to follow soon. Share Bristol is already a place where people can volunteer, access the Things they need to live full lives, donate Things they don't need anymore and share their knowledge and skills. But now we have the support of Bristol City Council and the West of England Combined Authority to make Share Bristol Bedminster a bustling Community Hub, running a variety of activities in partnership with others to bring people to East Street and encourage them to share activities, skills and passions.

And we need someone to coordinate this project for us. Maybe it could be you?

Job purpose

The Community Hub Coordinator will be responsible for all aspects of the Community Hub, providing core resources and a variety of well-attended activities at Share Bristol Bedminster during the day and into the evenings in partnership with other organisations, with a particular focus on young people and older people.

Place in the team

The postholder will report to a nominated Trustee of Share Bristol, with key internal relationships being with the Trustees and our Bedminster Library Manager, plus key volunteers.

How to apply

Please submit a CV and covering letter to anna.perry@sharebristol.org.uk

Deadline: 9am Friday 26th July 2024

Interviews: End of July/beginning of August

Ideal start date: As soon as possible (a phased start may be possible)

East Street Community Hub is one of the activities being delivered as part of the City Centre and High Streets Programme, funded by Bristol City Council and the West of England Combined Authority.

Job description

Job title	Community Hub Coordinator
Manager	A nominated Trustee on behalf of the Share Bristol Board
Salary	£15 per hour (may be some flexibility for the right candidate)
Location	47 East St, Bedminster, Bristol, BS3 4HB and at other locations in and around Bedminster occasionally
Duration, hours and timings	Fixed term contract until the end of March 2025. 25 hours per week on average (some flexibility possible). Some evening working will be required as the Community Hub will be open several evenings per week. The Coordinator will be responsible for arranging access and/or trusted keyholders. This role may be extended if further funding is secured, either in duration or hours per week.
Eligibility	Applicants must have the legal right to work in the UK and will be required to have a Basic DBS Check, which must be satisfactory.

Key responsibilities

- Develop strong relationships between Share Bristol and a variety of organisations and stakeholders in the Bedminster area
- Carry out consultation on what activities are desired in the Community Hub
- Ensure the Hub has the core resources needed for a variety of activities and promote equality of access and outcome through addressing barriers to participation
- Manage the marketing and promotion of the Hub and its activities through web, social media, print and other channels
- Work with existing and recruit new volunteers to assist with running the Hub
- Work with a variety of community groups, organisations and businesses (delivery partners) to ascertain their ability to offer sessions that are desired by the community, free or within budget, and encourage them to deliver appropriate activities
- Coordinate the use of the Hub and activities provided by delivery partners, through funding agreements, room bookings, access arrangements and other practicalities
- Provide signposting and related advice to community members or potential community members, including coordinating physical Welcome Packs for new residents of the area
- Curate an Information Point within the Hub with information about the local area, resources and activities
- Ensure that delivery partners carry out the required monitoring of activity attendees
- Monitor activities, using a mixture of qualitative, quantitative and demographic data, and use this to adjust the activity programme and report back to funders
- Seek feedback from delivery partners and use this to evaluate the potential for future activities and/or a continuation of the Hub
- Work in partnership with colleagues to promote Share Bristol membership and utilisation
- Become a core part of the Share Bristol team, completing induction and training activities, attending meetings and supporting your colleagues and the rest of the Share Bristol team, as they will support you
- Other duties consistent with the nature and pay grade of the role

Person specification

We're looking for a person who can bring the following skills and experience to Share Bristol and its new Community Hub:

	Essential	Desirable	Evidence
Knowledge of Bedminster and its communities and organisations	x		Application & interview
Experience coordinating a programme of in person activities	x		Application
Experience using computer software and social media platforms	x		Application
Experience of working with young people, older people and/or marginalised communities		x	Application
Share our passion for sharing our resources and living sustainably	x		Application & interview
Sound written and verbal communication skills, presenting a clear and professional image	x		Application & interview
Basic maths and budgeting skills	x		Application & interview
Good at building positive, mutually beneficial relationships	x		Application & interview
Friendly and approachable	x		Interview
Good at listening and open to feedback	x		Interview
Curious and not afraid of making mistakes	x		Interview
Able to plan work effectively and flexibly to meet priorities and deadlines	x		Application & interview
Able to work on own initiative	x		Application & interview
Able to work flexibly as part of a small team	x		Application & interview
Creative skills for activities and visual displays		x	Application & interview