



JOB DESCRIPTION

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| JOB TITLE: | Hub Events and Engagement Coordinator |
| SALARY: | £26,000 (Pro rata [0.5] £13,000) |
| BASIS: | 6 months fixed-term to Sept 2022 |
| SECTION: | Community Activation |
| LOCATION: | The Glades, Bromley, BR1 1DN |
| REPORTING TO: | Chair of Trustees |
| RESPONSIBLE FOR: | Supporting Hub, organising and overseeing events and workshop schedule, connecting to the whole Bromley Borough community |
| HOURS/HOLIDAYS: | 18.5 hours per week (to include Saturday) 103.6 hours annual leave, inc statutory bank holidays |

JOB SUMMARY

The role will be based in the Greener and Cleaner Community Hub and has two core responsibilities:

- 1) Managing the booking, staffing and organisation of events and workshops that take place in the Green Hub; and measuring their quality.
- 2) Working with the Senior Team to develop a plan for G&C to engage with every geographical area and every community within London Borough of Bromley; and taking ownership of the delivery of this plan.

It is also expected that when the Hub Coordinator is not present on site, this role will act as the Senior role to open/close the Hub and to support

volunteers to deliver accurate and useful environmental information to the public, provide excellent customer service, welcoming residents to events and advising on using the 'Library of Things'.

We are looking for a reliable and organised individual who is happy to work autonomously and invested in the success of our Hub.

MAIN DUTIES

- Open/Close as per the schedule agreed with the Hub Coordinator. The hub is open from 10am-6pm Thursday, Friday, Saturday and Monday and 11am-5pm on Sunday and we aim for one of the paid roles on site at all times. This role will require regular weekend working (one day)
- Plan and oversee workshops and events for G&C and coordinate all other community bookings.
- To assist in the delivery of community engagement, identifying groups we are reaching or not and making plans to get our whole Borough involved
- Problem-solve, welcoming guests, directing event set-up, communicating with staff and organising volunteers at events and workshops.
- Coordinate team to provide necessary decisions and materials for the workshops/events.
- For virtual events ensure the technology being used is in place and tested early, and that relevant team members are briefed.
- Coordinate and send invitations to necessary guests and speakers, monitor RSVPs and balance of speakers / attendees.
- Effectively maintain monitoring and evaluation systems that record outcomes.
- Ensure the proper use and maintenance of G&C's databases and booking systems..
- Support and comply with G&C's guidance on branding, tone of voice and key messages, positively contributing towards raising G&C's profile
- Ensure compliance with health and safety requirements (including Covid-19 safety measures).
- Maintain and develop positive relationships with partners including local authorities, Centre Management, Funders, Library of Things and Charity Patrons.

- Communicate on a regular basis with colleagues submitting the required information, providing verbal / written reports to their line manager and others as required and ensuring any targets are monitored and met.

Personal Development and Training:

- To be a positive influence within the volunteer and staff team taking personal responsibility for ensuring good morale and positive work relations.
- Please note: Appointment to this post is subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy

Other Responsibilities:

- To provide assistance to other teams, and areas of work, in response to changes in workload and operational requirements.
- To ensure adherence with all corporate Policies and Procedures in place, in particular Health and Safety Policy and Equal Opportunities and Diversity Policy, that may change from time to time.
- As a small organisation, it is important that all staff are able to work effectively as a team and provide mutual support. Therefore, the post holder may be called upon to assist in other aspects of the team and organisation's activities, particularly early in the role as the Hub opens for the first time.

Due to the nature of the work, this is not suitable for home working, job share or reduced hours.

Person specification: Green Hub Supervisor

| Specification | Essential | Desirable |
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| Qualifications | | |
| ● Community/ youth or environmental/ regeneration qualification | | X |
| ● First Aid training | | X |

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| Skills | | |
| ● Supervising and managing volunteers (including young people) | | X |
| ● Effective communication and social skills | X | |
| ● Effective time management, ability to work under pressure and meet deadlines | X | |
| ● Work on own initiative and as part of a team | X | |
| ● Flexibility – able to adapt to changing circumstances | X | |
| ● Practical retail/customer service | | X |
| ● IT, including Google Documents, email and internet | X | |

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| Experience | | |
| ● Practical experience of environmental or volunteering work | | X |
| ● Retail or Customer Service experience (in any environment) | X | |
| ● Project management | | X |
| ● Developing effective partnerships | X | |
| ● Teaching and facilitating skills | | X |
| ● Health and Safety Management | | X |
| ● Line management | | X |
| ● Developing new projects | | X |
| ● Budgets and finance | | X |

| Knowledge | | |
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| ● Understanding and interest in local and global environmental issues | X | |
| ● Understanding of issues facing unemployed people seeking volunteering roles | | X |
| ● Awareness of issues facing communities in the Bromley area | | X |