

## Job Description

<b>Job Title:</b>	<b>Project Co-Ordinator (Community Lounge &amp; Fridge)</b>
<b>Hours:</b>	<b>5 hours per week</b>
<b>Accountable to:</b>	<b>Centre Manager</b>
<b>Location:</b>	<b>Wimborne Community Centre</b>
<b>Salary:</b>	£11.44 per hour 12 months fixed term

Dorset Community Action's (DCA's) mission is to bring people together to develop community based solutions that deliver better services for the benefit of Dorset's communities. We find innovative ways to solve complex community/social problems by:

- Developing neighbourhood infrastructure through practical community projects
- training and skills development;
- third sector development and research.

DCS is responsible for running Wimborne Community Centre in East Dorset. The Centre provides a community fridge, courtyard garden and a community lounge offering a warm space and a 'pay what you can' vegetarian café for meals and refreshments. The community lounge is open 3 days a week.

We have secured funding for a Coordinator to increase usage of the community fridge, café, and lounge, and to set up and train a volunteer support team.

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### **1. OVERALL PURPOSE OF JOB**

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- To support the Centre Manager to increase the numbers of people using the community fridge and the amount of food accessed.
- To set up a volunteer team to develop the capacity to become self-sufficient.
- To assist in promotion/marketing of the project with service users and local stakeholders.

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### **2. RESPONSIBILITIES, CORE COMPETENCIES, AND TASKS**

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- Recruit and train volunteers to set up a volunteer team.
- Help run the café and support volunteers with cooking.

- To supervise and support the running of training / workshops in learning how to grow fresh fruit and vegetables, eat healthily within a budget and tackle food poverty.
- To organise activities within the centre and support people to participate and take an active role in delivering these.
- Support marketing of the project to local organisations and agencies, to those in the community in need of food poverty support.
- Establish appropriate relationships with service users and support them to overcome any issues they may present with.
- Undertake weekly supermarket food pick-ups on a Saturday evening.
- Monitor project outcomes and produce funder reports of successful project delivery as required.

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### **3. ORGANISATIONAL RESPONSIBILITIES**

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- **TEAM WORKING** - To work as part of DCA team across the county abiding by our team standards to ensure consistency of service.
- **ADMINISTRATION** - To be predominantly self administering and carry out own filing, typing, monitoring and file and email management. Responsible for the proper use and safekeeping of data and record systems both manual and computerised.
- **POLICIES** - To abide by all DCA policies and values e.g. health and safety.
- **DATA PROTECTION** - respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act
- **TRAINING** - To take part in quarterly staff meetings and training organised by/for DCA staff. To undertake personal training and development as agreed with your line manager
- **EQUAL OPPORTUNITIES** - Dorset Community Action has an Equal Opportunities Policy and all employees have a responsibility for the successful operation of the Policy.
- **OTHER DUTIES** - Undertake any other duties commensurate with post, as agreed with the line manager, including evening and weekend work on occasion

## Person Specification – Networking & Engagement

Education and Qualifications	Essential	Desirable
GCSE A-C in English and Maths or the equivalent. The ability to achieve a L2 Food Hygiene Certificate	✓	
Skills & Experience		
Volunteer recruitment, management, and support.	✓	
Experience of planning, organising and delivering training	✓	
Experience of delivering support to set up, develop and mentor new community enterprises, projects, and services. With demonstrable skills of community engagement and inclusion development practice.	✓	
Partnership development skills across statutory, private, and VCSE sectors.	✓	
Excellent and natural communicator at all levels, able to work with a wide range of people.	✓	
Proven experience of effective work management practice including time management, prioritisation of work and work planning.	✓	
Able to use a range of administrative and outcome monitoring systems effectively, including use of management information systems.	✓	

Knowledge	Essential	Desirable
Knowledge of Eventbrite, Survey Monkey, Mail Chimp and online booking tools. Knowledge of Learning Management Systems (LMS) and Client Relationship Management (CRM) systems.		✓
Understanding of and commitment to equal opportunities practice and knowledge of approaches to enabling participation from excluded groups in the community.	✓	
Other Skills and Qualifications	Essential	Desirable

<p>Personal qualities:  A good listener and someone who does not judge others.  Empathy towards people.  Ability to create a fun and engaging atmosphere.  The ability to be supportive of others in a team and to be able to show a flexible approach to delivering team results.  A willingness to learn.</p>	✓	
Driving License and access to vehicle.	✓	
Willingness to work a flexible work pattern that will include weekdays and a (regularly) Saturday Food pick-up, (weekends) as required.	✓	
Able to use own initiative, be self-motivated and to possess excellent organisational skills.	✓	
Able to work effectively as part of a team.	✓	
Able to sustain good working relationships with people, colleagues, external organisations and all other partners.	✓	
The post holder will be subject to an Enhanced Disclosure Barring Service (DBS) check.		