

Job Description

Job Title	Community Hub Manager	
Location	Gawsworth Community Hub	
Reports to	Community Hub Director	
Staff Responsibilities: Network of Hub volunteers		
Hours of work	25- 30 hours per week	
Salary range	£21,500- £23,500 pro rata – a mileage allowance will be paid for incurred business mileage	
Summary of Position: To successfully initiate, run and coordinate creation, development and sustainability of a community-driven Hub for the benefit of volunteers, Gawsworth parishioners, the wider local community and potential user organisations and charities. The Community Hub Manager role is fully funded by the National Lottery Reaching Communities Fund The role is for one year fixed term but with the potential to extend based on the success and on-going requirements of the Hub.		
Prime Responsibilities		
Build network of Hub volunteers by recruiting, training and supporting them to enable smooth running of the Community Hub	Establish & manage channels of communication that keep all stakeholders aware of, and wherever possible engaged in, the Community Hub and its activities. Act as central point of contact for all village diary communications. Build capacity of volunteers to take ownership of communications. Liaise and share our experiences with other Community Hubs	
Identify and build network of facilitators/champions to set-up & manage community-based activities and create a sustainable programme that empowers community inclusion and involvement	Establish best working practice and systems for the effective management of Hub activities maintain public information board and village events diary	
Project manage refurbishment of the Hub in line with project proposal and Board approval	Manage the external hire of the Hub by local groups in line with the current Hub policy	
Establish links with fund and/or service providers to facilitate financial and service support for the Community Hub. Identify further development opportunities for the Hub and funding opportunities where appropriate	Benchmark, monitor and evaluate the project and agreed targets and provide regular reports to the Board and the National Lottery Reaching Communities Funds	
Personal Specifications		
Qualifications	Positive experience and personal traits key to role delivery essential. Ideally educated to degree level.	
Experience	Experience in project management within community-driven organisations, ideally with relevant hands-on experience of working in, and management of, community hubs and/or volunteer networks Sound knowledge of key aspects of marketing to promote the Hub to its optimum potential	
Qualities & Attitude	Good communication & strong interpersonal skills Proactive and results orientation linked to capacity to build empathy Willingness to lead by example Strong organisational skills Flexible working according to Hub requirements Capacity to operate within agreed Hub policies: health and safety, equality and diversity, adult and children safeguarding environmental and hub usage	
Sector	Awareness of health and safety, equality and diversity, adult and children safeguarding	

The role will require the Community Hub Manager to

- Work flexible hours as the Hub dictates (over 5 days per week, including occasional weekends if required)
- Share office space with Community Shop personnel and Directors on a hot desk basis
- Operate within agreed Hub policies: health and safety, equality and diversity, adult and children safeguarding, environmental and Hub usage
- Work cohesively with the Community Shop Director and Supervisors recognising the impact of Hub activities on the Community Shop and its volunteers
- Join and actively participate in the CVS Volunteer Manager Network as Hub lead
- Meet agreed measurable criteria