



Swindon Hub

Job description

Hub Coordinator

Special focus: learning, skills & growing

- £28,000 - £32,000 depending on experience
- 37 hours/week full time; applications for job-share / part-time welcomed
- Fixed term contract: 3 years, with possibility of extension
- Reporting to nominated trustee

The Big Picture

Swindon Hub has been going for over two years. Our aim is the same now as when we started: we want to provide a welcome, fun and safe space for everyone in Swindon - a place where people and communities can connect, where we can all learn and grow.

For the first time, we have secured funding to pay for staff to help us encourage more people to use the Hub and to develop how we support our volunteers and visitors.

Our volunteers are amazing and have made the Hub what it is today. Now, with new staff, we want the team to grow and develop, building on what we're good at to make the Hub even better.

Both of the new team members will share responsibilities in the day to day running of the Hub - supporting and coordinating when needed, overseeing issues around security, safety, the building and all the stuff inside it. These are the *core activities* - our amazing shift lead volunteers do lots and lots of this and, with our new full-time staff, we will be able to have a consistent presence throughout the week, and to make sure our shift leads are well supported.

Each of the new team members will also have their own *special focus*: reaching out & drawing in, and learning, skills & growing.

The Work

Core activities

As Hub Coordinator, you'll be part of our team that helps out with keeping the Hub running day-to-day. That will include:

- Supporting volunteers on shift where needed.
- Working with the team to put on lovely events and activities.
- Work with trustees and others to develop ideas for fundraising and income generation.
- Representing Swindon Hub at community events, meetings and networks.
- Feeding back or reporting issues to other staff, volunteers and trustees, as needed.
- Knowing what all our policies are about - putting them into practice and helping Hub volunteers and visitors understand them too.
- Knowing how the Hub works as a building - being able to sort or report issues.
- Keeping our various admin systems running e.g. petty cash & banking, volunteer log and schedule, cafe hygiene, room bookings, health & safety, email & in-person enquiries, etc.

Special Focus: **learning, skills & growing**

Your *special focus* will be to work with Hub volunteers and visitors - so that the Hub becomes a place for people to learn, build skills and grow. There are lots of opportunities around, and we want to give people a chance to make the most of them.

How might you do that?

- Where are we at now? Find out, record and report what skills people at the Hub have already - and what directions they want to take.
- Create a structure we can use to train our volunteers, and record and recognise their progress.
- Have a look at the way we bring in and support volunteers - and work out how we need to improve. And make that happen.
- Who can help? We'll need to make contact and build relationships with groups and organisations who could provide training, support or education, getting them interested in the Hub and working with us.
- Working with local training and education organisations, make a plan and set up ways for helping people learn and grow at the Hub.
- You might organise events or activities to start people thinking and talking, and you might run our own training sessions where needed.
- Create a programme of courses or sessions the Hub can offer or link to.
- You'll need a way of monitoring and recording what people do and how they progress - and what comes out of all this.

About you

- Do you love working with people? You'll need to show us how you can build trust and relationships to build a happy, healthy and active team. And to encourage new people to join the team.
- How are you at organising events? You'll need to show us you can make things happen - both where other people are doing stuff, and also where you are doing the training.
- You'll know about how people learn and develop - and have an idea of how the Hub can help, by linking to or offering opportunities to grow.
- Are you a self-starter? Or a team worker? You'll need to be able to work independently and get on with things - particularly with your *special focus*. One of the Hub's values is cooperation and you'll need to be able to work in a team ...to listen, learn, collaborate and compromise.
- You'll have to show us that you really want to help us to break down barriers so more people can join in with the Hub, so we offer something for everyone.
- How organised are you? You'll need to keep records, file reports and paperwork, organise and reply to emails etc., and follow agreed procedures.
- Finally, how flexible can you be? We sometimes have to stand in when volunteers can't make it, when things change last-minute ...what are you like in those situations?

Interested?

If you think you'd be fab, please let us know.

The closing date for applications is midnight Sunday 5th May 2024.

You can request an application form from info@swindonhub.org.uk

If you'd like an informal chat about the roles, you can contact

Jol 07775 900450 | Martin 07300 329037