



Active Communities

Programmes Coordinator (Evenings/Weekends)



Hello.

Thank you for your interest in this Programme Coordinator vacancy!

Active Communities is an innovative and award-winning health and wellbeing charity in Renfrewshire.

We opened our first Community Hub, Station Seven, in Johnstone, Renfrewshire in Summer 2022. Which hosts a range of community-led health and wellbeing programmes and groups as well as providing space hire for local organisations, businesses and people. This community hub will help complement and grow our impact across Renfrewshire.

With funding from The National Lottery Community Fund, we are recruiting this post to enable us to have more informal community activities like; social meals, an internet café, a place people can just be (like a public living room), access to an affordable but nice coffee, cinema nights, bingo, silent discos, book clubs, knitting groups, craft and art activities, games nights, pool competitions, darts. This role will be key in delivering these activities with the support of sessional workers and volunteers.

This pack will provide you with information about the role, the project and Active Communities in general. You can also find out more about us on our website.
www.activecommunities.co.uk

This post requires some to work 1-2 evenings and 1 weekend day. We have part-time hours up to 21 hours available and we are happy to discuss hours and work patterns.

To apply please complete the application form here
<https://forms.gle/HG3Vp6JLpRNd7gAz5>

Feel free to contact us if you need the application in another format or for any support with the application process.

The closing date is Friday 2nd February 2024.

We look forward to receiving your application!

About Active Communities.

Active Communities changes lives through motivating and engaging programmes which we deliver using a supportive and friendly approach. We believe in the power of community, listening to community needs and working with local people to improve their health and wellbeing.

Our aims are to connect local people, improve health and wellbeing, reduce loneliness and isolation, tackle health inequalities and provide opportunities for people to reach their full potential.

Our Vision

Our community will be happy, healthy, active, and connected.

Our Mission

Empowering local people, by inspiring, supporting and enabling them to reach their full potential.

Our Work

We provide a range of health and wellbeing groups and opportunities across Renfrewshire and in our Community Hub, Station Seven. Singing Buddies, After-School programmes, Jogging Buddies, Crochet group, social drop ins, Break-exercise, Pilates, Mindfulness and gardening groups are just a snapshot of what we deliver.

We have Roar as tenants in Station Seven and many other local charities and organisations using the building which has helped us develop our partnerships and collectively build on our community reach.

To sustain our Active Community aims and ensure Station Seven as a facility continues its high standards, we have to focus on income generation through space hire, events and fundraising.

Although our hub is in Johnstone, we continue to ensure we have a presence throughout Renfrewshire communities and with local partners, influence how social issues are addressed within the area.



Your Place, Your Space

Our premises, Station Seven, currently operates on a limited basis and we have secured funding for a new project to allow us to be more accessible in evenings and weekends to suit all members of the community. There is increasing demand from the local community for us to be open evening and weekends. Many people are facing hardships for various reasons, making it difficult for them to afford social activities and family outings, leading to a detrimental effect on health and well-being.

We are recruiting an evening and weekend programme coordinator and sessional workers to facilitate the opening of Station Seven in the evenings and weekends. This funding will allow us to have more informal community activities like; social meals, an internet café, a place people can just be (like a public living room), access to affordable but nice coffee, cinema nights, bingo, silent discos, book clubs, knitting groups, craft and art activities, games nights, pool competitions, darts. This will be led by sessional staff and volunteers and linked in with employability. This would also complement and allow us to expand the delivery times of our other lottery-funded project HEALTHY which runs targeted activities around physical and mental wellbeing. Our Round the Table Scottish Government-funded project will be able to supply free healthy snacks and meals to the people attending in the evenings and weekends.

This project aims to engage with members of our community pantry and their families as we know there is a demand there from people who would like to be in our space more often and engage in free social activities. There are very few free social places for people in Johnstone to go to in the evenings and weekends. This will provide diversionary activities but at the same time also provide a safe, warm and fun place for anyone in the community. People will save money as they can access our heat, electricity, and WiFi. We are currently identified as a Safe Place Building through the organisation 'I Am Me.' We provide a different space; we are more of a community hub/a building with no stigma, a place people can call home and feel like they belong but with the mission of improving the health and wellbeing of all who walk through our doors.

Our Core Values.

We strive to make our values part of our daily life at Active Communities to reflect who we are and what we want to achieve in the local area.

We Champion

We empower and inspire people in the community who need us the most.

We Care

We are determined to include everyone and give people a place to belong.

We Connect

We listen, involve and we bring people together.

We Celebrate

We recognise all achievements should be celebrated, enjoyed and make us all feel good.

We are Courageous

We constantly challenge ourselves and have the strength and passion to make a difference in people's lives.



Job Description.

Salary:	£13.73 per hour (£25,000 pro rata)
Responsible to:	Programmes Development Manager
Hours:	Part time, up to 21 hours per week
Funded:	Fixed Term Contract for 1 year
Based:	Station Seven, Johnstone
Special Conditions:	Evening and weekend work inc. 1-2 evenings and 1 weekend day. With occasional daytime work for training/development.

We are happy to discuss hours.

This post is funded by the National Lottery Community Fund

Job Summary

This post aims to provide informal community activities in the evenings and weekends within Station Seven, Johnstone.

The post holder will be able to plan, organise and deliver community-led activities that are engaging and welcoming for all.

The post holder must be passionate about community work and social issues and enthusiastic about making a difference.

We would expect someone who wants to spend time with people, knows how to engage with them, encourages them to get involved and does all this with kindness and compassion.

Our values are at the heart of all we do. Champion, Care, Connect, Celebrate and Courage. These values draw people to us and keep people with us. The post holder is expected to share these values and support the project to practice these values.

Project Outcomes

The outcomes for this post in 1 year are:

To have 480 local people take part in the activity in the evenings and weekends.
To recruit 20 volunteers within the activity

Job Description Cont'd

Key Responsibilities

Deliver Project Outcomes

- Support delivery of the project outcomes as agreed with the Big Lottery and Senior Management Team.
- Support the design and delivery of the project activities and programmes.
- Ensure local people shape the project through influencing activities, programmes and services.

Be Financially Responsible

- Assist with overseeing project spend.
- Monitor project expenses and assist with the reporting of expenditures expenditure.

Work with people and build partnerships

- Support and effectively supervise sessional workers and volunteers.
- Source and recruit skilled Activity Coordinators
- Build strong and effective working relationships with those colleagues working together on the project and the wider Active Communities team.
- Develop strong partnerships working with providers, local charities, community groups and businesses.
- Support local people to shape programmes.

Oversee building facility out-of-hours

- Be the most senior person in the building out of hours and ensure compliance with facilities and health and safety requirements. This will include following fire safety procedures and opening and securely closing the building.

Ensure Quality, Compliance, Monitoring and Evaluation

- Monitor, record and report on the project's impact, collating quantitative and qualitative data, and reporting on the outcomes achieved.
- Follow the Big Lottery Community Fund project guidelines.
- Ensuring compliance with all relevant policies and procedures.

This job description is intended to outline the post at this stage of development. It is not an exhaustive list and it is recognised that jobs change and evolve. Post holders will be required to carry out any other duties associated with the Round the Table project only to the equivalent level that is necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

Job Description Cont'd

Essential Person Profile

Skills, Knowledge and Experience

- Demonstratable commitment to personal and professional development
- Third Sector/community front-line experience
- Successfully plan, organise and lead, activities, classes and events within any setting.
- Excellent interpersonal skills and communication skills; able to communicate across a range of audiences including people attending activities, volunteers, colleagues and partners
- Strong Co-ordinating, administrative and organisation skills
- Planning and time management skills; able to plan a process, task or event and deliver it independently or as part of a team.
- Excellent attention to detail; able to complete multiple detailed tasks to a high standard and reasonable time
- Confidence using digital technology i.e. Office 365, booking systems, CRM systems.
- Skilled in monitoring and evaluating
- An understanding and working knowledge of community lead projects
- A good understanding of social issues affecting local communities i.e. food poverty, financial poverty, isolation
- Commitment to learning training and development
- Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion

Attributes and Values

- Effective communicator, written and verbal with a warm, professional, and friendly manner
- Enthusiastic, compassionate, and kind
- Provide a positive participant experience

Job Description Cont'd.

Desirable

- Work within budgets and/or budget management
- Support others with skill sharing, training and development
- People Supervise
- A valid Driving Licence

This Post is subject to a satisfactory PVG check for adults and children.

What we offer you

- Excellent holiday entitlement (35 days pro rata including public holidays).
- Flexible working.
- Westfield Health plan - savings on dental, optical, physio etc.
- Nest pension.
- Opportunity to make a difference and have influence in local communities.
- Opportunity to work with a well-respected charity which has a strong sense of values and commitment to the community.

We are committed to opportunities for all and welcome applications from all sections of the community and diverse groups.

We will treat applications in line with our privacy notice which is available on request.

Thank you for your interest in Active Communities - we can't wait to hear from you!

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