**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Provan Hall Community Management Trust**

**We’re hiring!**

**Community Engagement and Volunteer Coordinator
Salary: £28000.00
Work Pattern: Full time, 35 hours per week. 2 year externally funded contract.**

**About Provan Hall:**

Provan Hall is an A listed medieval building located in Auchinlea Park, which sits at the heart of Easterhouse. The building has undergone a £2m restoration by Glasgow City Council that will safeguard this important heritage asset as a new hub for heritage learning and engagement, and a visitor gateway to the Seven Lochs Wetland Park (see our website for our list of funders for the restoration. [Home (provanhall.org)](https://www.provanhall.org/)

Following its restoration, Provan Hall will be managed and operated by the Provan Hall Community Management Trust. The aim of the Trust is to engage and inspire local people to value and take part in caring for their local heritage. We aim to provide opportunities that connect local people and visitors to Provan Hall through inclusive and creative means of heritage interpretation and activities.

The Trust has recently been awarded a grant from the Heritage Lottery Fund which enables us to invest in our volunteers and venue facilities, developing inclusive access and grow participation in our heritage activities. We’re looking for a Community Engagement and Volunteer Coordinator to support our volunteers, develop training and employability opportunities and connect the Trust with the local community.

The Role:

The postholder will design and deliver a broad range of community engagement, paid traineeship and volunteer activities to actively engage and inspire the local community to learn about, enjoy and value their local heritage. The postholder will ensure that volunteers are valued and that local community links are nurtured. See job description and person specification for more details.



**JOB DESCRIPTION**

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| **Job title: COMMUNITY ENGAGEMENT AND VOLUNTEERING COORDINATOR** |
| **Salary: £28500** |
| **Work pattern: 35 hours per week, 2 year contract** |
| **Job purpose:** |
| The postholder will design and deliver a broad range of community engagement, traineeship and volunteer activities to actively engage and inspire the local community to learn about, enjoy and value their local heritage. The postholder will ensure that volunteers are valued and that local community links are nurtured.  |
| **Main duties and responsibilities:**  |
| Volunteer Management* Support and coordinate the involvement of volunteers across the Trust’s activities
* Develop and manage volunteer role profiles
* Raise awareness of the benefits and role of volunteering
* Deliver induction training and further developmental training of volunteers, liaising with training providers
* Support and motivate volunteers and monitor work, giving appropriate feedback
* Maintain databases and other administrative tasks in relation to volunteers

Trainee Management* Support the design of heritage traineeships to benefit skills development.
* Liaise with further education and employability services to design the traineeships to ensure relevance to current job market.
* Lead the recruitment and management of traineeships with support from the Provan Hall Manager.

Event and Activity Programme* Develop and deliver a programme of community engagement and community heritage learning activities both onsite and as outreach activities.
* Establish activities and events that target identified community needs.
* Work with local groups and individuals to develop new activities and initiatives.
* Design engaging, inclusive participatory activities and events which allow and encourage people who do not normally get involved to take part in initiatives.

Community Engagement* Develop links with local schools and support organisations
* Work with local groups and individuals to develop new activities and initiatives
* Develop partnerships with a range of organisations to support the on-going operation of Provan Hall.

Financial* Record programme finances and report to the Provan Hall Manager.
* Process and record volunteer expenses and training fees.
* May be required to handle and process petty cash.
* Assist in fundraising initiatives and support funding applications.

Other duties * Key holder duties
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| **Relationships:** |
| External* Act as advocate for Provan Hall Community Management Trust
* Nurture and maintain positive relationships with individuals, community groups and other networks
* Develop relationships and networks that create opportunities for Provan Hall development

Internal * Report directly to the Provan Hall Manager
* Manage and coordinate volunteers and paid trainees.
* Maintain positive relationships with staff and volunteers
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| Working Schedule |
| 35 hours per week. Times may vary according to activity schedule. General working hours during weekdays 9am – 5pm with evening and weekend working required depending on activity schedule. This role includes Time Off In Lieu.  |
| Disclosure |
| The role requires regulated work with protected groups and requires an acceptable membership of the PVG Disclosure Scotland scheme.  |

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| **Job title: COMMUNITY ENGAGEMENT AND VOLUNTEERING COORDINATOR** |
|  | **Essential** | **Desirable**  |
| **Qualifications, Education and Training** |  |  |
| Qualified to degree level in relevant subject area or equivalent in experience in Community Development/Heritage/Culture/Events or similar  |  | X |
| **Knowledge and Experience** |  |  |
| Experience in partnership working in the Community Development/Heritage sector | X |  |
| Experience in managing and supervising volunteers | X |  |
| Experience in planning and delivering community-based projects | X |  |
| Experience in planning and delivering a programme of events and activities to maximise visitor numbers  | X |  |
| Knowledge of cultural/ heritage context | X |  |
| Experience of working across different sectors and developing links with other agencies |  | X |
| Experience in supporting others to develop skills and knowledge | X |  |
| Experience in fundraising (funding applications or supporting fundraising initiatives) |  | X |
| **Skills** |  |  |
| Excellent interpersonal and communication skills | X |  |
| Ability to work flexibly to changing organisational requirements | X |  |
| Ability to manage workload with completing priorities | X |  |
| Ability to maintain records and produce reports | X |  |
| Ability to work unsupervised and on own initiative | X |  |
| Values |  |  |
| A belief in the value of providing excellent customer service  | X |  |
| A commitment to ensuring the local community understands its local heritage | X |  |