

## **St. Peter's Community Hall & Garden**

### **JOB DESCRIPTION**

#### **COMMUNITY HALL MANAGER**

**ROLE SUMMARY:** To enable the Management Team to fulfil the requirements of the grant funding for the New Project:

*Social Prescribing: Re-building community provision post-pandemic*

#### **CAPACITY BUILDING:**

- Maintain and manage the activities of the Community Hall to provide a comprehensive range of social and therapeutic activities to promote social inclusion and support community action.
- Ensure a representative balance of Community Hall activities to accommodate different age groups and social needs.
- Working with the Community Garden Project Development Officer, support opportunities for appropriate volunteers to develop income-generating activities to support the work of the Project.

#### **PUBLICITY**

- Working with the Community Garden Project Development Officer, develop a coherent and consistent approach to publicity that encourages the participation of the wider community in sustaining and developing the Community Hall & Gardens as an important facility for the area.
- Maintain the Community Hall & Garden website and social media platforms with up-to-date and relevant materials.
- Work with the Community Garden Project Development Officer to ensure the website and social media platforms promote specific and targeted materials to generate social prescribing referrals for the Project.
- Create specific and targeted materials to publicise the social and therapeutic activities in the Community Hall.
- Work with the Community Garden Project Development Officer to promote a coherent and consistent approach to the recruitment of volunteers to support the Project.
- Monitor the effectiveness of targeted publicity materials.
- Publicise and maintain the system of Time Credits to support the work of volunteers.

## **COMMUNITY HALL MAINTENANCE**

- Work with the Hall Maintenance Team, Hall Caretaker and Garden Project Manager to ensure the Community Hall is maintained as a safe, clean, attractive and welcoming environment for community use.
- Report on behalf of the Hall Maintenance Team to the Management Team on the requirements of maintaining the Community Hall as a safe, clean, attractive and welcoming environment for community use.
- Report to the Management Team on income generated from Community Hall bookings.

## **PERSONAL RESPONSIBILITIES:**

- Demonstrate excellent time management and organizational skills.
- Demonstrate empathy and leadership skills responsive to the needs of Community Hall users, volunteers and client groups.
- Contribute to the Project Steering Group in monitoring the effectiveness of the Project aims in respect of positive impact on health, well-being and social inclusion in relation to Community Hall users, and positive impact on community action in relation to recruitment of volunteers
- Undertake such training and research required to fulfil the role and responsibilities of the management of the Project.
- Together with the Community Garden Project Development Officer, be responsible to the Management Team for the operation of the Social Prescribing Project.

## **TERM OF OFFICE**

- One year fixed term contract dependent upon continued funding in the first instance, subject to successful completion of a one month probationary period. There is currently funding available for three years.
- Subject to an Enhanced Disclosure & Barring Service check and able to abide by the Health & Safety rules and safe working practices prescribed by the Hall & Garden Management Team.