



Abbey Community Centre

socialise - energise - get wise



Job Description

Job title	<p>Saturday Community Events and Engagement Coordinator</p> <p><i>Applicants wishing to Job Share this position are very welcome to apply</i></p>
Hours	<p>7.5 hours in total per week, 9am to 3.30pm on Saturdays 1.5 hours required on a weekday each week – can possibly be done offsite</p>
Salary	<p>Actual salary £5,460 per annum (£25,480 full time equivalent)</p>
Closing date	<p>Monday 16th March 2020, 10am. Applications considered as they're received</p>
Start date	<p>As soon as possible, expected April 2020</p>
Reports to	<p>Centre Development Manager</p>
Responsibilities	<ul style="list-style-type: none"> • coordinate and develop the centre's evolving programme of Saturday community activities and events • inspire and motivate the local community to engage and participate with our centre on Saturdays • make the centre a lively, welcoming and inclusive space on Saturdays for local people of all ages to enjoy together • manage and develop Saturday sessional staff and volunteers • oversee the centre building on Saturdays ensuring locking up, health and safety, food hygiene and other procedures are followed
Annual leave	<p>Pro-rata 30 days annually, plus bank holidays (whether these fall on the days post holder works or not)</p>
Pension	<p>If eligible you'll automatically be enrolled into the government's NEST scheme</p>
Location	<p>Abbey Community Centre, 222c Belsize Road, Kilburn, London NW6 4DJ</p> <p>Tubes: Kilburn Park (Bakerloo), West Hampstead, Swiss Cottage (Jubilee line) Rail stations: Kilburn High Road, West Hampstead Buses: 139, 189, 31, 328 and 98</p>

We're looking for an enthusiastic, driven individual to inspire and motivate local people to engage and participate with our centre's evolving community events programme on Saturdays.

You'll be responsible for making the centre a buzzing community space on Saturdays for all ages – welcoming, inclusive and responsive to local needs and aspirations.

This is an exceptionally varied role therefore the ability to multi-task and prioritise your workload is key. We're looking for someone who is able to lead, but also is happy to get stuck in themselves and will enjoy doing so.

At least one year's recent experience in a role involving organising successful events/activities on a regular basis is required to be considered for this post.

Current Saturday events include a weekly community café and lunch, weekly Tech Buddies internet learning sessions in which younger people show their older neighbours different devices to access and use the internet; monthly advice services, various clubs and social groups, community repair events, open-mics, and occasional music performances. For the right candidate, this will be an opportunity to be highly creative and make a real difference in the community.

Main responsibilities:

- Proactively approaching local people, groups, clubs, businesses and organisations to support the community and our centre through participating in our Saturday community events, activities and volunteering.
- Planning, delivering and evaluating activities and events from idea through to successful completion.
- Managing and developing sessional workers and community volunteers.
- Making sure the Saturday team are clued up on all the centre's activities (not only those running on Saturdays) so they can help promote these
- Monitoring and reporting on events/activities attendance, volunteer and sessional staff hours, fees and donations received
- Taking lead responsibility for centre operations on Saturdays including the care and security of our community centre building.
- Ensuring health and safety, food hygiene, equal opportunities, safeguarding and other policies and procedures are followed at all times.
- Identifying supplies, equipment, materials for Saturday events that need to be ordered.
- Collaborating with centre colleagues each week (on a weekday) to ensure resources, supplies, materials, etc. required for Saturdays are made known to them so they can put these in place.
- Ensure the Saturday programme meets the centre's targets and objectives.

General

- Pro-actively undertake other duties at the centre to help its general day-to-day effective operation, sustainability, and longer-term continuing development and success.
- Any other tasks, in line with the grading of this post, which may arise.



Person Specification

Saturday Community Events and Engagement Coordinator	
Criteria	
Experience	
1	At least one year's recent experience at one organisation of organising successful events/activities on a regular basis
2	Planning and delivering activities/events from idea through to successful completion
3	Monitoring and evaluating the success of events/activities
4	Successfully marketing and promoting events/activities
5	Managing, motivating and developing events volunteers and/or staff
6	Inspiring and ensuring good team working
7	Experience of community work in either a paid or voluntary capacity (<i>desirable</i>)
Knowledge	
8	Understanding of health and safety, food hygiene, safeguarding, and equal opportunities policies
9	Good practice in supporting, training, and retaining volunteers (<i>desirable</i>)
10	Understanding of the different reasons people volunteer
Skills and abilities	
11	Exceptional relationship building skills
12	Excellent stewarding skills
13	Ability to efficiently and effectively manage a varied workload and multiple responsibilities with minimal supervision
14	Good IT skills – and ability to learn new IT skills/systems/applications quickly
15	Ability to ensure policies and procedures are routinely applied in practice
Personal qualities	
16	Enthusiasm and drive to get things done and deliver great results
17	Friendly, socially confident, and empathetic
18	Creative and resourceful
19	Responsible and trustworthy
Educational achievements	
20	GCSEs at grades A-C including in Maths and English, grades A-C in at least 2 A-Levels. Or good passes in relevant vocational qualifications.

Please note you DON'T have to address the following points in your application to us. However, these are skills, abilities, and qualities and behaviours expected from all our community centre staff. Please bear this in mind before you apply to work with us.

General work skills and abilities. Personal qualities and behaviours	
1	Well-organised: you work in a systematic, orderly way. Keeping track of what needs to be accomplished and when
2	Quick learner (and/or an effective note taker!): once shown how to do something you don't need to keep being shown it again and again because you either absorb guidance quickly or else keep your own thorough notes to refer back to
3	Ability to follow instructions, policies, processes, procedures whether these are given to you verbally or in writing
4	Excellent verbal and written communication, Including effective listening skills
5	Self-reliant: you can take forward ideas and priorities and put them into action with minimal supervision
6	Cheerful with a positive outlook: when you're not around you'll be missed
7	Resourceful: you find quick and clever ways to overcome challenges
8	Motivated: you're eager and determined to get things done
9	People-person: you enjoy and are particularly good at interacting with others
10	Diligent: you have and show care and conscientiousness in your work duties
11	Flexible: you're happy to 'muck in' and will go the extra mile when circumstances dictate it's needed to achieve something worthwhile
12	Committed to incorporating equality and diversity principles into all aspects of your work

About Abbey Community Centre

We're an award-winning small community charity located in Kilburn, North West London striving to make a big difference by helping local people to come together to enjoy their lives and where they live more by doing so. We're committed to equal opportunities and enabling everyone to participate.

Established since 1976, we provide a warm and welcoming venue alongside numerous social groups, activities, services, and special events in which local people of all ages, backgrounds and circumstances can develop meaningful social connections and friendships.

Local residents access our centre to enjoy socialising; services for their children; to pursue and expand their interests and hobbies; increase their confidence, skills and opportunities; improve their health,

fitness and wellbeing; get information or advice; or volunteer to help make their community an even better place to live.

The centre also provides a home to other community organisations. Currently these include the Henna Asian Women's, and the South Sudan Skills Development Groups.

Local people greatly value the centre and it's a fun place to work, especially if you thrive on helping bringing people together, variety and being kept busy!

How to apply

- **Closing date: Monday 16th March 2020, 10am.** However, applications will be considered as they're received so you may hear back from us before then if you apply sooner.
- Email your CV, and your supporting statement **in the format advised** (see guidance notes).

Send to: Paul Fordham, Centre Development Manager, Abbey Community Centre
Email address: jobs@abbeycc-kilburn.org.uk

**Please title the subject line of your email:
Saturday Community Events and Engagement Coordinator application.**

We don't need a separate cover letter from you, just your CV and supporting statement (and Equalities monitoring form – if you choose to complete this).

Do ensure that you check your emails after submitting your application.

We may contact suitable applicants before the application closing date. Of course, all applications received by the deadline will be considered.

We're looking for the right person to start in April 2020 or as soon as possible.

[Abbey Community Centre, 222c Belsize Road, Kilburn, London NW6 4DJ](#)

www.abbeycc-kilburn.org.uk

**Next page: Guidance notes on applying for a job with our
community centre**



Guidance on applying for a job with our centre

The following suggestions may help you.

1. Read through the job description, person specification, and 'how to apply' instructions carefully before you start preparing your application documents.

The information that you provide in your application is all that we have to go on when it comes to deciding whether you're a suitable candidate to interview. So it's very important that you provide all the information we ask for and in the format we ask you to use. Make sure you understand what is being asked.

2. Your CV / résumé

If your employment history is rather varied, for example, you might want to tailor a version of your CV to send us. In this case we suggest you order and design your CV to emphasise your paid or unpaid roles, skills, responsibilities, achievements, qualifications, training most relevant to the position you are applying for with us.

Make sure your CV includes your full name, address, best contact telephone number and email address at the top of it so we can easily contact you.

Also be sure to include two referees.

Your first referee should be your present or last employer, or a tutor if you have been studying. Your second referee should also preferably be a past employer or tutor, or someone who has known you in a professional capacity for some years. **Include full contact information for both referees.**

3. Your supporting statement

This is the most important part of your written application. **Type your name at the top of it.**

Keep your statement to no longer than 3 sides of A4 maximum (if you can keep it to 2 sides though, please do – but use your judgement). Ensure the typeface and font you use doesn't make it difficult to read. If in doubt use Arial, no smaller than size 11.

If you write your supporting statement in draft first, you'll avoid mistakes and repeating yourself and help ensure that your final version is well organised, well presented and relevant.

This is how we'd like you to order your statement:

- | | |
|----|---|
| a. | Firstly, show how your experience, knowledge, skills and abilities relate to those required <u>as set out in the Person Specification - in the same numerical order used. Number each point.</u> |
|----|---|

b.	Secondly, tell us why you think you'll be great in the role you're applying for with us. And don't be shy about it! This is your chance to sell yourself.
c.	Lastly, tell us why the role appeals to you – and do feel free to include practical considerations here. For example, if our centre's location is easy to travel to for you.

The **Person Specification is the most important document to refer to here**. It lists all the key attributes that are needed to be successful in the post you are applying for, and it helps us to recruit the right person for the job.

Please read the Person Specification carefully. Make sure that you address each of the attributes it contains in your supporting statement in the same numerical order used. Each point will be scored during short-listing. Your selection for interview will depend on this.

Make sure you give specific evidence that you have each of the attributes required using examples from your current or past experience (whether through work or not). And remember to include your notable achievements that are relevant.

4. General points

- **Keep your information concise and to the point.**
- **Type your documents in black typeface.**
We photocopy all applications received and other colours don't copy well.
- **Before emailing in your application documents read through them carefully.**
Have you provided all the information requested? Have you provided it in the order and in the format requested?
- **Make sure you have an exact copy saved of the documents you submit.**
If you are short-listed for an interview you will find it useful to remember exactly what you wrote.
- **Make sure your application arrives before the closing date and time.**
The advert is specific about the date and time. If you miss the deadline we won't be able to consider your application.

If you follow this advice we cannot promise you will get an interview but at least you'll be giving yourself the best chance.

If you've not heard from us within two weeks of the closing date please assume that on this occasion your application has not been successful.

And, finally, thank you for your interest in working with us at our centre.

Supporting Statement template

Your name:

Position applying for:

a.	Firstly, show how your experience, knowledge, skills and abilities relate to those required <u>as set out in the Person Specification - in the same numerical order used. Number each point.</u>
b.	Secondly, tell us why you think you'll be great in the role you're applying for with us. And don't be shy about it! This is your chance to sell yourself.
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