

**Applicants for the post of Community Hub Manager, Paganhill
Community GroupCIC (Community Interest Company) based at The
Octagon Community Hub,Paganhill, Stroud.**

INSTRUCTIONS TO APPLICANTS

Applications including CV and covering letter.

Please outline your interest in the Paganhill Community Group (PCG), your relevant voluntary sector experience and your fit with the role description and person specification.

PCG is committed to promoting equality and diversity amongst its members.

The closing date for applications is 30th April 2021

Applications should be submitted via email to Jaqui Smith, Director,

jsmith@paganhill.org.uk

Shortlisted candidates will be notified by email by 7th May 2021

Interviews will take place one week following, via zoom or face to face if covid allows.

As part of the interview process we will require you to give a short presentation about your interest in working with Paganhill Community. (approx 5mins)

The Interview will be conducted by two Directors and two Project Coordinators

If you would like to speak to Jaqui in advance of submitting your application, please contact her on 07828 168857 or on the email above.

This is an exciting opportunity to work with and help develop a young, fast growing, innovative social enterprise. We believe there is enormous scope and wealth of knowledge in any community that can be utilised for the good of the community. The Manager will be working to help develop projects whilst working alongside Directors and Members to grow the vision and strength of our community.

PCG has been in Paganhill and Farmhill for over 4 years and became a Community Interest Company (CIC) in January 2019. The CIC's Directors oversee the running of PCG and include local residents (members) in discussing existing projects and new ideas at monthly meetings. PCG has a committed and enthusiastic Membership who take part in the meetings regularly.

Our aim is to develop Community Cohesion, get to know our neighbours and be supportive of one another.

To develop our area as a safe and welcoming place to live.

To improve our area both socially and visually

.To have fun through the projects that are developed and grow our relationships.

We work with ABCD principles (Asset Based Community Development) which recognise that our residents are our main assets; we develop our relationships through communication and focusing on what is strong in our community not what is wrong in our community.

Much of the above is and will be achieved through the Projects that are developed by our members. Projects can be long term or short term. All PCG members are voluntary and this opportunity to have a paid post will help our community and the projects grow and thrive.

Community Hub Manager, Paganhill Community Group (PCG)

The Octagon, Farmhill lane, Paganhill, Stroud, GL5 4DY

Main areas of responsibility.

Project management - Working alongside members who run a small project or are part of a larger project: Helping, where needed, with organisation, planning, and applying for appropriate grants. The Hub Manager will help strengthen the projects and enable Co-ordinators.

Policy - Ensuring the project falls within the remit of PCG aims. Making sure the appropriate risk assessments are in place and that the insurance and policy we have will cover the aims and objectives of the individual project.

Communication- This is at the heart of what we do in the community and is an essential skill. There is an expectation that you will be 'out and about' as well as having a base at the Octagon. You will carry the PCG mobile phone during working hours so residents can contact you about projects or ask for help. Other team members will also carry the phone from time to time. Attending monthly meetings and sharing information about the projects alongside Project Coordinators and Members is a key part of The Hub Manager responsibilities.

Finance – Working with the treasurer and Directors to produce an annual report and budgets. Each project has its own finance which the Manager will oversee. Projects work within their budget or ask for help in applying for further grants. We seek to become self sustaining as much as we can and acknowledge that we also need to make our projects available to everyone.

Promotion - Working with a small team of members who currently run a facebook, Instagram and twitter account. To help create engaging posts and responses, and develop good relations with the local print and online media. Also creating posters and leaflets to advertise the projects.

Person Specification

We are looking for a person with good communication skills and strong organisational skills. A working knowledge of ABCD principles and practice would be an advantage, however training can be given. The successful person will be accountable to the Directors.

Experience

- Proven experience of working in similar areas where communication and organisation take a key role. (Essential)
- Have worked in situations that have enabled others and instilled confidence where people are unsure or unwell. (Essential)
- Administrative skill, recording information. (Essential)
- Ability to use IT systems: Office and Google suite. (Essential)
- Safeguarding knowledge and experience (Essential)
- Working as part of a team as well as organising own work schedule.(Essential)
- Knowledge of other agencies in Stroud that help and support people. (Desirable)
- Working knowledge of Risk assessments, health and safety and food hygiene (Desirable)
- Experience in communications, social media and marketing. (Desirable)
- Grant Funding for small projects (Desirable)

Skills

- A strong team member with excellent communication skills.
- Ability to prioritise and organise own work schedule.
- Good organisational skill: Assisting projects to manage their own goals and objectives: Ensuring policy and risk assessments in place relevant to the individual project.
- Understanding of group dynamics is an advantage.
- Ability to work with all age groups and abilities as necessary in a community.
- Ability to record information and individual or project stories which will show importance and viability of the project to residents and funders.
- Ability to report at meetings.
- Ability to answer community phone calls and help individuals find appropriate help/support whilst working. (Community phone provided)
- Computers -recording information is essential so working knowledge of Office and google suite is necessary.
- .Ability to work within the budget set for each individual project.
- Ability to apply for grant funding for small projects.

Salary £24,000 -£28,000 Pro rata depending on experience. PCG will fulfill all pension obligations, with 28 days plus bank Holiday entitlement Pro rata.

Working hours are 20 hours per week. Hours are flexible but mostly daytime with occasional evening or weekend work. A Job Share would be considered.

The successful candidate will be started on a 3 month trial.