

Job Description

Post title: Timebank Co-ordinator
Responsible to: CEO
Responsible for: Volunteers
Salary: NJC Point 25 currently £22,658 per annum (pro rata)
Hours: 15 hours (to be worked over 2 days)
Location: Will include occasional evening & weekend working
SAVS Centre, 29-31 Alexandra St Southend-on-Sea

Fixed term contract until 30 September 2020
(may be extended subject to continued funding arrangements).

Timebanking: The aim of the project is to reduce isolation/loneliness, increase skills, networks and employability by encouraging Timebank activities.

Job Purpose: To develop Timebanking within the Southend and Castle Point areas. Increase corporate support and individuals engaging in regular mini Timebank activity.

Job Role:

- Identify new opportunities within the voluntary sector in Southend and Castle Point to develop the project, with a focus on mini Timebanks
- Build good working relationships with local businesses to encourage corporate Timebanking support
- Promoting Timebank generally to interested groups and at key locations by giving local talks and presentations, participating in public displays and events to raise the profile of Timebank and increase membership, exchanges and creation of groups
- Ensure all data is kept up to date on the Time and Talents database
- Carry out risk assessments where necessary to ensure volunteers are operating in a safe environment
- Attend and contribute to quarterly Timebank network meetings, present findings on test and learn models (held in various locations across Essex)
- Utilise established systems to monitor the effectiveness of the project; record, monitor, evaluate and report on the outcomes of work undertaken, as required
- Work towards continued delivery of the project to agreed timescales within budget
- Cascade Timebank news and opportunities widely using a variety of channels.
- Introduce a new marketing schedule i.e. newsletters/thank you's/social media/website/project updates etc.
- Review and refine existing processes and paperwork
- Undertake training relevant to the role and pursue personal development of skills and knowledge necessary for the effective performance of the role, including shadowing, secondment, informal/formal training
- Carry out other duties in line with the above primary duties, which are held to be within the scope of the post
- Work within the policies and procedures of SAVS to ensure that all activities comply with all relevant legislation and guidance, in particular Health & Safety guidance and GDPR data compliance

Person Specification

Post Title: Timebank Co-ordinator

Skills, Knowledge, and Experience

The ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

| Attributes | Essential | Desirable |
|-------------------------------|---|---|
| Relevant Experience | Experience of recruiting, managing and motivating volunteers in a community setting | Experience of working with voluntary, community groups or volunteering involving agencies |
| | Experience of developing and facilitating social and/or skill sharing groups | |
| | Experience of working within an agreed project budget | |
| Skills & Knowledge | Effective presentation skills | Understanding of the benefits of Timebanking to communities and individuals |
| | Ability to deliver a project within set parameters, targets and deadlines | Excellent networking ability |
| | IT competent, particularly Microsoft Office and databases | Working knowledge of safeguarding issues and how they may be applied within a community based setting |
| | Good interpersonal skills and the ability to build people's confidence by listening to them and getting them involved | |
| | Good written and verbal communication skills; able to produce and disseminate information timely and accurately | |
| | Able to plan and organise your workloads and that of others, including volunteers | |
| | | |
| Personal Attributes | Ability to deal tactfully but assertively with a wide range of people | |
| | Ability to form effective relationships with people from a wide range of backgrounds and colleagues in local agencies, both voluntary and statutory | |
| | Able to work individually (self motivated) and as part of a small team to meet aims and objectives, share skills, expertise | |
| | Commitment to and understanding of equality and diversity practice and implementation in the workplace | |