

North East Fife Community Hub Project Coordinator

We are seeking a passionate inspirational leader to implement the vision of the North East Fife Community Hub ('Hub'), as outlined in the business plan, and to grow the services offered in line with local need.

Post Title: Project Coordinator, 25 hours per week (rising to 37.5 hours once building fully operational) (negotiable)

Salary: £24,344 - £26,006 pro rata dependent on experience

Working Hours: Flexible and negotiable

Duration: Permanent Post

Location: St David's Centre, Albany Park, St Andrews

Reporting to: Operational Manager in their absence responsible to identified director

Holidays: 28 days inclusive of public holidays *pro rata*.

Duties:

1. Management of the Community Café and take-away service. This will include meeting and greeting clients, preparing and serving food and drink, maintaining a clean and safe environment, supervising other staff and volunteers who are engaged in these activities.
2. Complying with all relevant COVID guidance and ensuring volunteers and customers the same
3. Preparing and disseminating staff / volunteer rotas.
4. Management of the clothes bank, including processing referrals, meeting and assisting clients, maintaining stock, accepting donations (quarantining as required), supervising other staff and volunteers who are engaged in these activities in line with COVID guidance.
5. Identifying and facilitating training and development opportunities for self, staff and volunteers.
6. Ensuring collection and safekeeping of donations and payments into the 'Hub'. Cashing up daily.
7. Recruiting and supporting volunteers.
8. Line management of Café and clothes bank staff and volunteers.
9. Keeping appropriate records for café and clothes bank.
10. Ensuring compliance with food hygiene and other relevant regulatory standards

11. Adhering to all relevant policies, procedures and guidelines, updating these as required.
12. Promoting the vision of the 'Hub' and linking with partnership organisations to deliver a wide range of relevant services.
13. Ordering / procuring consumables and overseeing stock within Café.
14. Maintaining website and social media outlets, ensuring information is current and attractive (posts at least weekly)
15. Opening and locking up of the building in line with the appropriate procedures at relevant times.

OTHER INFORMATION

As a term of your employment you may be required to undertake other duties, within your agreed hours of work.

The main duties listed above will be reviewed regularly with the post holder who will be subject to regular performance review.

Essential attributes

- Enthusiastic about the aims and objectives of the NE Fife Community Hub
- Capable team leader and ability manage and motivate
- Enthusiastic to put fresh ideas into action
- Good communicator, both written and oral, with a wide range of individuals and groups
- Able to organise, prioritise and delegate tasks and manage own workload
- Able to promote the 'Hub' and develop effective relationships with other service providers
- Able to produce written reports
- Good listener
- Willing to undergo a PVG check
- Food hygiene qualification or willingness to undertake
- First Aid qualification or willingness to undertake
- Driver with access to car
- Competent with computer literacy and social media platforms

Desirable attributes include:

- Highly positive attitude
- Extensive experience of working in the third sector
- Experience in catering, and/or in managing similar organisations

