



*Using our Heritage to
shape the Future*



Part-time activities & volunteering support worker

Gower Heritage & Enterprise Foundation is seeking to recruit a **part-time activities & volunteering support worker** (12 hours per week) on either fixed-term contract or a self-employed/consultancy basis.

The project will run from May 2018 for 10 months with the possibility of continuation.

The role is critical in developing the Friends of the Gower Old School House, sustaining our existing volunteers and developing new ones to achieve a hub for the whole community.

About us

Gower Heritage & Enterprise Foundation (GHEF) was established as a Charitable Incorporated Organisation in June 2016. The charity is responsible for leading the project and working in partnership with Telford & Wrekin Council to restore the Grade II listed, Gower St School and grounds, (known locally as "the Gower"). The aim is to create a self-sustaining heritage resource and community-hub with flexible meeting/events space, opportunities for enterprise and activities, leases for anchor organisations, (cafe, nursery, offices, community space and training rooms). The community are actively involved in developing and delivering the present and future project.

Our project is about more than the building, it is about the community spirit in St Georges and surrounding area, bringing people & local groups together with the aim of building stronger and better relationships across the area. We require a person to support and help organise volunteers to help improve the community space at the Gower, use of the play park and garden and to create joint activities with local people. The person appointed will reach out to the various local groups, involving them and bringing them together to celebrate their local community and the Gower.



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The Job

- To work with existing community volunteers to grow and develop volunteering methods and community outreach.
- To work with the Friends of the Gower to build on the interest shown in volunteering for the Friends by creating more robust communication and recording systems
- Develop community engagement activities to involve local people in the project and retain the community volunteers involved
- Work with the project coordinator to develop an activities plan to engage people with the heritage and long-term future of the community hub
- Assist the Gower project team and events team with community engagement events
- Develop a volunteer induction and training package
- Work with existing volunteers to organise and run a one-off event on the play park to recruit our first new volunteers to help run and develop it.
- Carry out post event and activity reflections to learn from them and improve them
- Develop processes to encourage, train and support volunteers to plan and create community activities.
- Develop a volunteering pathway keying into other local volunteering organisations where appropriate
- To make sure that the volunteers are kept up to date through social media enabling them to spread the word know via the Gower Website, Facebook page, Twitter, newsletter, advertising posters & fliers and by word of mouth.

The requirement

We are looking for someone who is passionate about community leadership and empowerment and who can build on the strengths of the community and recognise, encourage and develop the skills of local people and volunteers.

GHEF requires a competent community engagement worker or community organiser with experience of working with volunteers and community projects.

Knowledge of volunteering and processes required to support it

Good communicator with excellent interpersonal skills, self-starter and self-motivated, enthusiastic and resilient, willing to learn, positive outlook, Team player

The ability to use Microsoft applications – Word, Outlook, Excel.

The ability to use social media together with an understanding of the requirements of a planned social media communications strategy.



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Terms

The post holder will work closely with and be answerable to the Gower project coordinator.

£11.00 per hour (£6072 pa prorated) and holiday via pay roll or self employed

Flexible working evening and weekends required

Work telephone and laptop provided

Mileage /travel

Diversity & Inclusion

At GHEF we recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for the community. We are endeavouring to develop an environment where we treat all employees and volunteers as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. Applicants will not be excluded on the grounds of sex, gender reassignment, pregnancy, maternity, race, marital status, disability, age, religion, belief or sexual orientation. GHEF will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

How to Apply

Applicants should apply in writing to The Secretary, Gower Heritage & Enterprise Foundation, Oak Cottage, 21, The Rock, Telford TF3 5AA

info@thegowertelford.org.uk detailing:

- Previous experience, qualifications and suitability for the role.
- How you would approach and carry out the role
- Why you want to work on this project.
- Availability.

Closing date: 12 noon Monday May 7th 2018.

Shortlisted applicants will be asked for interview on **10th May 2018 (evening)** with an expected start date of **Monday May 21st**

For an informal discussion and more information please contact

E: sue.mc@citizenengagement.org.uk

T: 07557687225