

## Job Description and Person Specification

### 1. Job Role & Purpose

- a. To enable Tenterden Community Hub to grow and help the local community.
- b. Initially the role will be 10 hours per week worked across multiple days as necessary with two hours on every Friday morning between 10.00 and 12.00 noon extending to 14.00 (ie 4 hours) on days when the Community Lunches are served.
- c. The work will be based from the offices at the rear of St Mildred's Church Hall, Church Road, Tenterden TN30 6AT.
- d. Holidays will be 23 days pro-rata (inclusive of bank holidays).

### 2. Broad responsibilities

- a. Working with Trustees, our key support organisations and the management group to increase our reach and value to the community through our charitable Objects.
- b. Reviewing, amending and supplementing our systems both physical and electronic to ensure we operate best practice within the law especially related to data protection and safeguarding.
- c. Liaising with local organisations with a view to generating referrals and improving external contacts generally.
- d. Raising our profile through talks, meetings and media announcements.
- e. Supporting/organising events such as Community Lunches and developing new events such as workshops on home budgeting.
- f. Increasing the number of volunteers as required to support the delivery of our Charitable Objects.
- g. Generating funds for projects through local sponsorship, bids to funders and donations by individuals.
- h. Arranging meetings and courses for Trustees and Volunteers.
- i. Identifying training needs of volunteers and trustees and ensuring the volunteers are adequately trained.
- j. Carrying out general administrative tasks to ensure the organisation functions properly and maintains secure systems and files as necessary.

### 3. Person Specification

The job holder needs to be:

- a. Self-motivated.
- b. Keen to help others.
- c. Able to deal sensitively with vulnerable people.
- d. Well organised and able to prioritise workload and objectives.
- e. A friendly manner and who can empathise with others.
- f. Familiar with social media.
- g. Ability to speak to people over the phone and face to face.
- h. Have access to a car for use and a full, current driving licence.

A job offer will be subject to satisfactory references and an (enhanced) DBS check.

4. There may of course be other elements which arise as the role develops.

Organisations with whom we have a close relationship include: Diocese of Canterbury; St Mildred's Church; Churches Together; Tenterden Town Council; Ashford Citizens Advice; Tenterden Social Hub; The various schools and colleges; Kent County Council; Ashford Borough Council; other local Parish Councils etc.