



## **JOB DESCRIPTION - Community Activities Coordinator (Part Time)**

<b>POST:</b>	<b>Community Activities Coordinator</b>
<b>HOURS:</b>	<b>28 hours per week (including evenings and weekends on a Rota basis)</b>
<b>PAY:</b>	<b>£19,580 per annum</b>
<b>REPORTS TO:</b>	<b>Centre Manager</b>

### **JOB PURPOSE**

The Community Activities Coordinator will play a central role in helping Rosewell Development Trust (RDT) expand our programme of activities at The Steading to ensure local people of all ages have opportunities to connect, participate and improve their wellbeing. This is a new role and reflects our commitment to responding to local needs and investing in our community's wellbeing. RDT is a small charity; therefore teamwork, flexibility and a positive attitude are essential. This is an excellent opportunity for someone who enjoys working with people, is highly organised and wants to make a positive difference.

### **KEY TASKS AND RESPONSIBILITIES**

#### **Activity Planning and Delivery**

1. Develop, organise and deliver a varied programme of activities, events and workshops for children, young people and older adults.
2. Identify the interests, needs and aspirations of local residents and ensure activities are responsive, inclusive and accessible.
3. Organise community events, seasonal celebrations, outings and intergenerational activities where appropriate.
4. Liaise with the Assistant Manager to identify volunteers who can support activities and events.
5. Ensure activities are delivered safely, effectively and in accordance with organisational policies and procedures.
6. Plan and deliver school holiday activities as required.



Rosewell Development Trust | The Steading | Carnethie Street | Rosewell | Midlothian | EH24 9AA

TEL 0131 629 9398 | EMAIL [info@rdtrosewell.org.uk](mailto:info@rdtrosewell.org.uk) | WEB [www.rdtrosewell.org.uk](http://www.rdtrosewell.org.uk)

**Rosewell Development Trust Community Company Ltd** is a company limited by guarantee.  
Registered Office: The Steading, Carnethie Street, Rosewell, Midlothian EH24 9AN – number SC408565 and is also a Registered Charity – SC042673



## **Community Engagement**

7. Liaise with local groups, schools and partner organisations.
8. Promote activities through a variety of channels including social media, newsletters, posters and RDT website.
9. Encourage participation from individuals who may be socially isolated or less engaged within the community.
10. Represent RDT & The Steading positively within the local community and at external meetings where required.

## **Administration and Welcome Desk Duties**

11. Provide a welcoming presence at The Steading Welcome Desk as required.
12. Respond to enquiries from members of the public, community groups and partner organisations.
13. Maintain accurate records of attendance, participant feedback, volunteer involvement and activity outcomes.
14. Assist with monitoring, evaluation and reporting requirements for funders and stakeholders.
15. Support general administrative functions including data entry, filing, bookings and maintaining activity records.
16. Assist with the practical arrangements for room bookings, events and community activities.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

- Experience of planning and delivering activities, events or community programmes
- Experience of working with children, young people and/or older adults in a community or support setting
- Strong communication and interpersonal skills with the ability to engage a wide range of people
- Good organisational skills and ability to manage a varied workload
- Ability to work flexibly, including evenings and weekends on a rota basis
- Basic IT skills including email, Word, spreadsheets and online communication tools
- Ability to work as part of a small team and use own initiative
- Understanding of or willingness to learn safeguarding and safe working practices
- Commitment to community inclusion, wellbeing and equal opportunities



Rosewell Development Trust | The Steading | Carnethie Street | Rosewell | Midlothian | EH24 9AA

TEL 0131 629 9398 | EMAIL [info@rdtrosewell.org.uk](mailto:info@rdtrosewell.org.uk) | WEB [www.rdtrosewell.org.uk](http://www.rdtrosewell.org.uk)

**Rosewell Development Trust Community Company Ltd** is a company limited by guarantee.

Registered Office: The Steading, Carnethie Street, Rosewell, Midlothian EH24 9AN – number SC408565 and is also a Registered Charity – SC042673



## DESIRABLE CRITERIA

- Experience working in a charity or community development environment
- Experience promoting activities using social media or newsletters
- Experience working with volunteers
- First aid qualification or willingness to undertake training
- Knowledge of the local area or similar community setting
- Full driving licence and access to transport

## All Staff are required to:

- Familiarise themselves with RDT Policies and Procedures, held on the Safe HR system, accessible by all staff at any time from the website
- Uphold the Equal Opportunities and Anti-Harassment and Bullying Policies, ensuring effective implementation in all aspects of their work for RDT
- Act at all times within the Company Rules, Policies, Procedures, and any other statutory requirements
- Be proactive, bring ideas, suggestions and contribute to business improvement.
- Undertake training as required
- Attend staff and team meetings as required
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities and make sure that customer needs and business objectives are met

## Safeguarding

This post involves regulated work with children and protected adults. Appointment to the post is subject to satisfactory PVG Scheme membership and relevant safeguarding checks.



Rosewell Development Trust | The Steading | Carnethie Street | Rosewell | Midlothian | EH24 9AA

TEL 0131 629 9398 | EMAIL [info@rdtrosewell.org.uk](mailto:info@rdtrosewell.org.uk) | WEB [www.rdtrosewell.org.uk](http://www.rdtrosewell.org.uk)

**Rosewell Development Trust Community Company Ltd** is a company limited by guarantee.

Registered Office: The Steading, Carnethie Street, Rosewell, Midlothian EH24 9AN – number SC408565 and is also a Registered Charity – SC042673