



## All Aboard Coordinator

- Salary:** £21,452 to £24,676 (with increments over three years)  
Hours – 37.5  
Pension – 5% employee, 3% employer contributions  
Life Assurance – 4 times salary
- Duration:** 3 year fixed term (after 6 month probationary period)  
Potential to become permanent dependent on the project being ongoing and funding
- Holidays:** 28 days annual leave plus public holidays
- Location:** Polwarth Parish Church / 525 Ferry Road, Edinburgh
- Start date:** April 2021

## The project

All Aboard is a joint project between People Know How and Polwarth Parish Church.

It comprises the following activities:

1. The purchase and use of a canal boat on the Union Canal moored at Polwarth Parish Church.
2. The maintenance and upkeep of the canal boat.
3. The use of the canal boat primarily to host children, young people, families and adults involved with People Know How's projects and also to host other events and activities for both organisations, service users and associated user groups including organised scheduled excursions on the Union Canal.

## The objectives of All Aboard

To nurture community cohesion and wellbeing, enhancing People Know How's services supporting children, young people and adults, and increasing Polwarth Parish Church's engagement with the Union Canal across all ages.



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## The role

We have a unique opportunity for an **All Aboard Coordinator**, during an exciting period of growth. The postholder be responsible for the day to day management of the project and the canal boat including without limitation the following tasks:

### Key tasks

- Organising of the certification of the canal boat;
- Management of the day to day running of the boat including finance and bookings;
- Arranging and delivering events involving the canal boat;
- Ensuring compliance with all laws and regulations;
- Managing and training volunteers and service users involved in the project;
- Scheduling inspections, pump outs and other routine maintenance activities as are reasonably necessary to keep the canal boat in good, working and safe condition;
- Carrying out such other day to day activities as are required for the effective operation of the project.

### Person specification: essential \*

- Highly motivated and able to work independently; \*
- A working knowledge and understanding of licensing and the maintenance of canal boats; \*
- Strong communication skills (verbal and written); \*
- Strong planning, organisational and administrative skills with the ability to coordinate a team with diverse communication skills; \*
- An understanding of the environment in which voluntary and community organisations operate; \*
- Positive, professional “can do” attitude;
- Friendly and able to manage existing relationships and create new relationships with partner organisations;
- Supportive and able to encourage others to contribute/ share ideas;
- Ability to work well with others as part of a team;
- Skilled in using Microsoft Office applications;
- Creative, with the ability to share ideas and work collaboratively;
- Previous experience of supporting, coordinating, managing, coaching and mentoring;
- Flexible and able to adapt to change to meet the needs of the project;
- Driven to make a real difference with a shared vision and commitment to the project.



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## People Know How – who we are:

People Know How is an Edinburgh based social innovation charity (SCIO), operating since 2013. We combine an international reach, receiving volunteers and interns from all around the world; with a focus on engaging with local people and local issues. We are committed to addressing marginalisation and have an ethos driven to make a positive difference. We have developed innovative methods to engage and empower people to improve their lives. We believe that together we can create and deliver the most productive and impactful differences for communities.

### Mission

To empower individuals to be socially innovative in their communities, by helping them transform their ideas into action. We do this by providing the skills, tools, resources and framework they need to deliver positive social change.

### Vision

Communities where people have the opportunity to reach their full potential using their strengths and assets.

### Values

- We value people's potential;
- We invest in creative and dynamic processes;
- We commit to meaningful action;
- We strive for innovative solutions;
- We collaborate with purpose.

## Polwarth Parish Church – who we are:

Polwarth Parish Church is a congregation and registered charity (SCIO) of the Church of Scotland located on the banks of the Union Canal in Edinburgh and is committed to helping to make its local community a place of wholeness and wellbeing.

### Mission

- Improve the wellbeing of the people in Polwarth Parish.
- Increase positive engagement of residents of Polwarth Parish with the Union Canal.
- Increase intergenerational Community cohesion for residents of Polwarth Parish.
- Work in partnership with other organisations along the canal and alongside our neighbouring communities.

### Vision

To demonstrate the healing ministry of Jesus Christ by using our location to promote community cohesion through activities that enhance wholeness and wellbeing.

### Values

Polwarth is a safe and welcoming place for all people regardless of age, race, creed, cultural background or sexual orientation.



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People Know How is a registered Scottish Charity Number SC043871