

Crail Community Hall – Project Coordinator

Role Profile

Crail Community Partnership (CCP) is a new charity established in Crail in 2018 and is deemed an anchor organisation for the many active organisations in Crail. Currently CCP is in the process of acquiring 4 assets from Fife Council, so that the community can make better use of the assets. Crail Community Hall is one of these assets and we need a Project Coordinator to help us build an active, viable and sustainable community hub. Crail Community Hall will be under community ownership by March 2021.

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| Role title | Project Coordinator - Crail Community Hall |
| Reports to | The Events Manager on the Crail Community Partnership Crail Community Hall (CCH) Sub Committee |
| Location | Primarily based in Crail Community Hall or occasionally home based |
| Date | |

PURPOSE

To primarily focus on the development of community and commercial activities in Crail Community Hall, creating a viable and stable operation that is sustainable.

PRINCIPAL RESPONSIBILITIES (not an exhaustive list):

- To develop an understanding of Crail community needs for social inclusion, service provision and other beneficial activities.
- To develop relationships with other community leaders involved in community initiatives, and develop a network of current and potential users
- Work in partnership with other groups and agencies to provide community programs for all age groups.
- With the CCH Sub-committee develop a strategy for balancing community needs and commercial interests.
- Develop and publish CCH policies and procedures to enable the management team, staff, volunteers and users to understand how to comply with legislative standards.
- To work with other East Neuk venues, to develop a commercial framework for CCH use and create a contractual structure that enables CCH leasing.

- To work with the Crail.info team and to create a web-presence that explains and markets the opportunities in CCH and allows users and potential users to understand current and future activities and schedules.
- Develop and maintain a database of information on CCH clients, service providers & volunteers
- Identify and pursue fundraising opportunities
- Drive an increasing volume of CCH activities, while at the same time retaining the desired balance of activities.
- With CCP Treasurer, develop and maintain a financial forecasting, tracking and reporting system.
- Implement a system of continuous monitoring of CCH utilisation and productivity.
- Organise and supervise janitorial staff.
- Provide support for CCH users running events and activities. Implement a Trusted Key Holder program for regular community users.
- Any other tasks as the trustees sees fit in relation to the overall purpose.

KEY RELATIONSHIPS (internal and external)

- Liaison with CCP Trustees and CCH Sub-committee
- Liaison with Crail School, Crail Festival, Crail Food Festival, Crail Folk Club
- Liaison with key vendors that support events; wedding planners, caterers, etc.

KNOWLEDGE AND EXPERIENCE

- ESSENTIAL

3-5 years of administrative experience

Experience in preparing and managing budgets

Experience managing multiple calendars

Experience of working with people in community settings

Full UK Driving License and access to a vehicle

Knowledge of the Crail community

Experience of leadership

Project management experience

- DESIRABLE

3-5 years of managerial experience

Experience of managing community-based facilities

Experience booking events (contractual and financial)

Experience in fund raising through grant applications

SKILLS

- ESSENTIAL

Ability to work flexibly to meet the requirements of the post, prioritise effectively and meet deadlines

Ability to work with people with widely varying levels of needs, knowledge and skills, and recognise and support their contribution

Ability to work as part of a team and independently

Strong written and verbal communication skills

Ability to use Microsoft office to an intermediate standard

- DESIRABLE

Reporting skills

Web publishing skills

Presentation skills