** **

# JOB DESCRIPTION

Post: Activity Coordinator

Salary: £25,000 per annum

Hours of work: 35 hours per week

Annual Leave: 29 days plus 8 public holidays per annum

# Responsible to: Flax Mill Project Manager (CEO FEAT)

Location: Silverburn Park, Leven

## Project Aims

The Silverburn Flax Mill Renovation project aims to make a significant contribution towards improving the situation of the Levenmouth community by providing employment, increasing employment training opportunities, creating new economic activity, and improving the wellbeing of those engaging with the project.

## Job Purpose

The Activity Coordinator is responsible for implementing the project Activity Plan by involving the local community in organised activities in Silverburn Park.

## Duties and Responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that the postholder may be asked to undertake. This job description is not an exhaustive list and will be subject to annual review.

Volunteer Recruitment and Training

* Working proactively with the local community, partner agencies, schools, community councils and Fife College to recruit volunteers from a diverse range of backgrounds, age ranges and abilities to take part in activities in Silverburn Park.
* Establish and maintain links with local primary schools and Levenmouth Academy.
* Develop and deliver training and support to volunteers.
* Assist volunteers to develop their skills.

Planning and Implementation

* Lead on the implementation of the Activity Plan.
* Working with stakeholders, partners, and consultants.
* Work within the planned activity budget.
* Undertake risk assessments for activities, considering the diverse range of ages and abilities of volunteers.
* Develop activity management and marketing plans.
* Market and promote the activities within the Activity Plan.
* Work closely with the existing Community Engagement Officer to prevent duplication of effort.
* When required be prepared to assist with the planning and management of other events in Silverburn Park that are not part of the Activity Plan.

Volunteer Management and Tracking

* Establish and regularly update a list of volunteers supporting and participating in activities.
* Communicate regularly with volunteers.
* Document and log volunteer hours in volunteer tracking system and report hours to the Project Manager.

Evaluation of Volunteer Activities

* Collect and manage feedback from activity participants through written reports and verbal comments.
* Share feedback with the Project Manager to acknowledge strengths and weaknesses, and to recommend improvements for future activities.

General Working Practices

* To maintain the highest standards of record keeping in accordance with professional codes of practice of FEAT.
* The role will involve regular weekend working and occasional evening working.

## Other Duties

* In addition to the main duties listed above the post holder will be required to perform other appropriate duties assigned by the Project Manager.

## Special Conditions

The post will require a PVG (Protection of Vulnerable Group) check to work with both adults and young people.

**Qualifications and Experience**

* Qualification in community work or equivalent.
* An empathy for conservation and cultural heritage.
* Experience of partnership working.
* Experience of event planning and management.
* Experience of planning and implementing training sessions.
* Dedication to volunteering and coordinating volunteer activities.
* Experience of recruiting, training, managing, and supporting groups of people involved in community-based projects.
* Ability to build relationships and work with volunteers, staff members and community members.
* Experience in the heritage sector (desirable)

**Communication**

* Strong language and communication skills (written and oral).
* Ability to give presentations to large groups.
* Desire to share the Flax Mill aim with the community.

**Commitment to service**

* Ability to work with people from diverse backgrounds.
* Willing to work weekends and evenings, often as the lone staff member during these times.

**Professionalism**

* Ability to work well independently and as part of a team.
* Maturity and good judgment in relating to FEAT peers, partners, and families.
* Availability, dependability, and willingness to be flexible.
* Demonstrated ability to solve problems.
* Enthusiastic and positive attitude toward helping others.

In addition candidates should:

* Be highly motivated.
* Share FEAT’s philosophy and values.
* Be committed to high standards of performance and presentation.
* Be committed to equality of opportunity for all.

Enclosure: Activity Plan.