



Hub Coordinator
Level 7 (£31,737 - £34,496)
37.5hrs per week

The Hub Coordinator will assume overall responsibility for development and running of the new community venue (Recovery Hub) including the line management of employees and volunteers, and organising activities and events, and development of social enterprise projects. The post holder will work collaboratively with employees, volunteers, participants, the Board of Trustees, and other stakeholders to establish a thriving community venue accessible for everyone in the local community and based on the overarching principles of abstinence, trust, peer support, respect, and responsibility.

Key roles and responsibilities of the post holder will include:

- Overall development and management of the community venue (hub), employees, and volunteers.
- Phased transfer of existing recovery groups and activities to the new premises including Café Hope and oversee the ongoing delivery.
- Working collaboratively with employees and volunteers to support the development of the recovery community venue ensuring ongoing engagement of activities to meet local needs.
- Working with employees and volunteers to plan and organise family friendly activities and events.
- Supporting the Volunteer Coordinator to recruit, train and support volunteers, including identifying and providing appropriate training.
- Supporting the Café and Activities Coordinator with the running and development of Café Hope including catering for small scale events, and the venue hire model.
- Developing new elements to the project model including social enterprise projects.
- Planning and developing promotional activities to raise awareness of the community venue, the activities available, including printed resources and social media activities.
- Ensuring all policies and procedures are in place and adhered to.
- Providing line management, support, and supervision of employees and volunteers.
- Organising the maintenance of the venue as required.
- Budget management to ensure the community venue is delivered in line with the available budget and day to day financial processing including cash flow.
- Managing group dynamics and conflict to ensure any issues are identified and resolved quickly.
- Gathering monitoring and evaluation information and preparation of reports.

- Regularly report to the nominated RecoveryAyr Trustee on progress and any identified challenges.
- Attend relevant external meetings, events and conferences to represent the project.
- Undertake other tasks appropriate to the role as requested by the RecoveryAyr Board.

Essential Requirements of the Post Holder

- Lived experience of a recovery from alcohol or drug use or an affected family member.
- SVQ 3 in Health & Social Care or equivalent, or appropriate relevant experience.
- Experience of planning and developing new community based projects including financial management, marketing, promotion, monitoring and evaluation.
- Understanding of the challenges which may be experienced within the project with the knowledge and ability to resolve difficult situations.
- An understanding of the philosophies and principles underpinning asset based community projects.
- Experience of providing peer support and supervising employees.
- Experience of recruiting and managing volunteers.
- Experience of awareness raising and marketing, including the positive use of social media.
- Strong leadership skills and the ability to motivate a wide range of individuals including employees and volunteers.
- To work evenings and weekends as required.
- Excellent communication, organisational and interpersonal skills.
- Knowledge and understanding of Health & Safety Policies and Procedures.
- Experience of managing budgets and financial management.
- Experience of recording and analysing data and preparing reports.
- To become a member of the Protecting Volunteers Groups (PVG) Scheme.

Desirable Requirements of the Post Holder

- Experience of planning and delivering training.
- Knowledge of the local area and community.
- Knowledge and experience of catering and operation of a small cafe.
- Experience of developing and delivering social enterprise projects.