



LOVEOLIVER JOB VACANCY

Job Title: Hub Coordinator

Reporting to: Operations Manager

Based at: The Hub, 4 Upper Craigour, Edinburgh, EH17 7SF

Employment Type: Permanent contract, 15 hours per week

Salary: £22,932 (pro rata)

ABOUT US

Oliver Gill was diagnosed with a very rare and aggressive form of cancer at just a few days old, and despite smiling his way through intensive chemotherapy passed away at 24 weeks old. LoveOliver was started on his parents' laptop with donations from friends and family.

Today, LoveOliver reaches every family in Scotland with a child diagnosed with cancer, providing practical, financial and emotional support along with the hope of gentler treatments and ultimately a cure, through investment in ground-breaking research. LoveOliver has its own children's charity shop in Glenrothes and was recently gifted the incredible Hub drop-in centre near Edinburgh's Royal Hospital for Children & Young People, as well as continuing to provide meals, thermometers and financial grants to every Scottish family impacted by childhood cancer.

As LoveOliver has grown so has our ambition, and we are expanding our small team to help us move forward at this exciting time for the organisation. Help us realise our vision of a country in which every family with a child diagnosed with cancer knows there is hope of a cure and that they will have support on their cancer journey.

THE ROLE

Due to retirement we are recruiting a Hub Coordinator to organise the small but incredible team of volunteers at The Hub, with support from the new Operations Manager. LoveOliver has run a drop-in café at The Hub since 2022, and having recently taken on the entire building this is an exciting time to be joining the service as we seek to expand our offering for children and families.

We are seeking a candidate who is compassionate, creative and organised, to help us support children and families on their cancer journey, from diagnosis to treatment and beyond. Our ideal candidate will have good organisational skills to manage rotas and food stocks, and crucially will be able to build relationships with families, volunteers and partners such as hospital staff, social workers and other charities offering support through The Hub.

The Hub Coordinator will also be key to developing our service provision at The Hub, working closely with families to identify further support and activity opportunities and then collaborating with our staff and volunteers to make things happen.

KEY RESPONSIBILITIES

- Drawing up rotas to ensure appropriate coverage during The Hub opening hours.
- Supporting and training volunteers, assisted by the Operations Manager.
- Managing stock levels at The Hub café and in the LoveOliver fridge on the Lochranza Ward.
- Regularly visiting Lochranza Ward to build and maintain relationships with families and staff, identifying areas of need and promoting LoveOliver's services.
- Ensuring that records required by City of Edinburgh Council on compliance with Food Hygiene regulations are available and completed by volunteers to the standard required.
- Working in partnership with LoveOliver staff, volunteers and other charities to develop a varied programme of activities and services at The Hub.

PERSON SPECIFICATION

Essential requirements:

- Empathy in relation to families undergoing trauma.
- Respect for confidentiality and sensitivity to the needs of others.
- Ability to build positive relationships with children, families, colleagues and stakeholders.
- Experience of designing and/or delivering events or activities.
- Organisational skills.
- Satisfactory PVG check.
- Ability to work occasional evenings and weekends when required.

Desirable requirements:

- Food Hygiene Certificate or willingness to obtain one.
- IT skills including use of social media.
- Experience of managing rotas and/or stock levels.
- Experience of working alongside volunteers.

THE APPLICATION PROCESS

Application deadline: 9am, Monday 12th May

Interview date: Monday 19th and Tuesday 20th May

Interview location: In person, Edinburgh

To apply please submit your CV and cover letter by email to jennifer@loveoliver.org.uk

