



## **Community Hub Officer (Projects & Facilities) Job Description and Person Specification**

<b>Salary:</b>	£30,000 per annum pro rata
<b>Working Hours:</b>	28 hours per week (Mon - Fri) – some evening/ weekend work may be required depending on hub activities and events.
<b>Contract:</b>	1 year initial contract from September 2025, with possibility of extension depending on funding.
<b>Line Manager:</b>	BVT Director
<b>Responsible to:</b>	BVT Board of Directors
<b>Place of Work:</b>	BVT office will be established in Balerno Police Station, hybrid home working possible.

### **Introduction**

Are you passionate about people, places and possibilities? Do you thrive on making things happen and want to be part of something from the ground up?

Balerno Village Trust (BVT) is looking for a dynamic and practical Community Hub Officer, to help bring a brand new community Hub in Balerno Village to life. This is an exciting and rare opportunity to shape a welcoming, inclusive and vibrant space that will serve as a vital resource to local people of all ages.

If you are someone who loves getting things organised, making sure spaces work well for the people who use them, this could be the perfect role for you.

### **Job Purpose**

The Community Hub Officer, will play a key role in supporting the brand new Community Hub in Balerno, on the site of Balerno Police Station.

The role will be at the heart of setting up and running the new community Hub. It will transform plans into reality, oversee the set-up of the facility and make sure everything runs smoothly behind the scenes. It will then support its continued operation and development, inclusive of supporting its users and the community. Ensuring that the Hub is safe, welcoming and well-equipped reflecting the needs of the community.

The post-holder will be responsible for directly engaging with volunteers, contractors and community members to help deliver a vibrant Hub that responds to local needs.

Please visit the BVT facebook page or website to find out more: [www.balernovt.org.uk](http://www.balernovt.org.uk)

## **Key Responsibilities**

- **Project Support**
  - Assisting in the planning, setup and smooth running of the new community Hub, inclusive of project management of the building refurbishment
  - Support the creation of new Hub opportunities, such as the implementation of community development projects, welcoming new members and working with BVT members to launch new services and activities within the Hub.
  - Maintain project documentation and reports.
- **Operations and Facilities**
  - Oversee the day to day management and maintenance of the Hub (internal and external areas)
  - Ensuring the building is fully functional (furnishings, fixtures, equipment), engaging with relevant contractors and service providers as appropriate (e.g. repairs)
  - Ensuring health and safety compliance, conducting risk assessments and appropriate documentation is available.
  - Ensure that feedback from users is obtained and acted upon where appropriate, ensuring that the Hub is meeting the needs of the community.
- **Community Engagement**
  - Ensuring the facilities of the Hub are managed and beneficial for the local community and its users (e.g. tenants or local businesses).
  - Work with the BVT to engage and inspire the community to get involved with the Hub projects, creating opportunities of connection and social impact (e.g. the development of the Hub, new community activities and volunteering opportunities).
  - Develop a marketing and communications plan to enhancing the Hubs utilisation and encouraging new and regular users of the Hub (e.g. Community Groups).
  - Promote and develop the Hubs profile, building relationships and networks that support its existence.
- **Administrative Duties**
  - Develop and own a programme of activities within the Hub, supporting community requirements.
  - General diary management for the allocation of use of facilities by managing requests and the diary.
  - Maintain accurate records related to projects (such as building users, equipment management, general maintenance tracking)
  - Prepare updates and reports for the BVT, evidencing social impact of the Hub and its contribution to the community.

## **Person Specification**

- **Essential Criteria**
  - Experience in project coordination or management
  - Knowledge of facilities management
  - Basic knowledge of Health and Safety practices in a community setting
  - Strong organisational skills and the ability to prioritise
  - Experience working with the Community and supporting Community led activities
  - Excellent communication and interpersonal skills
  - Collaborative working experience with a range of stakeholders (internal and external)
  - Competent IT skills (e.g. Microsoft Office, Google, spreadsheets)
  - Experience of Social Media and management of communications
  - Commitment to support equality and diversity
  - Experience of community development

- **Desirable**

- Experience in facilities management
- Experience working or volunteering in a community development context
- Knowledge of procurement and budget management processes
- Understanding of sustainability and environmental practices
- Health and Safety qualifications - NEBOSH/IOSH
- Knowledge of safeguarding policies and procedures
- Knowledge of Balerno and its surrounding areas or willingness to get to know

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