

JOB DESCRIPTION

COMMUNITY & PROJECT CO-ORDINATOR

Job Purpose and Summary:

This is a **dual-focused** role acting as (1) the **Community Co-Ordinator** of Make Huyton, and (2) as the **Project Co-Ordinator** for an arts council funded young persons participation programme called **This Place, This Stage**.

As the **Community Co-Ordinator at Make Huyton** you will be a part of the organisation's operational team focusing on delivering Make's mission and supporting its Community of Interest. Duties will include: on-boarding and off-boarding residents, running open days, completing inductions, organising community events, communicating with residents, answering enquiries, resolving complaints and concerns, day-to-day operations of the buildings, organising socials, ensuring health & safety compliance, collecting data and insight. Additionally duties include facilitating the use of Make's assets, such as meeting rooms, workshop/lab space, etc.

As the **Project Co-Ordinator for This Place, This Stage** this role will be embedded into the Make Huyton and deliver Make CIC's involvement with the **youth focused** project funded by the Arts Council. This will include supporting young creatives to access meanwhile and pop-up space in Huyton, support a residency programme for artists to be based at Make Huyton. And to support the delivery of the funded programme generally as it develops.

This includes organising and attending meetings, liaising with stakeholders, drawing up project plans, monitoring outcomes/outputs; setting, delivering and reporting on project KPIs; supporting design processes, delivering engagement activities, collecting and managing data.

The role will be directly working with a group of young creatives participating in the project..

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| Job Title | Community Manager Project Lead for Knowsley, Priority Place |
| Salary | £27,500 |
| Contract | Fixed-Term for 36 months <i>Extension dependent on funding progress.</i> |

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| Hours | 5 days a week |
| Location | <p>Principally based in Make Huyton, Knowsley.</p> <p>Make CIC is based across the Liverpool City Region: Duties will also take place:</p> <ul style="list-style-type: none"> (1) Birkenhead, Wirral (2) Vauxhall, Liverpool (3) Huyton Village, Knowsley. (4) St. Helens |
| Responsible to | Chief Operations Officer. |
| Benefits | <p>30 days holiday pro-rata.</p> <p>Flexibility around duties for hours and locations.</p> |
| Working days | Monday - Saturday are normal working days and are managed through an in-advance rota around duties and responsibilities. |

Key Responsibilities as Community Manager

Reporting to: Chief Operating Officer

- Deliver Community Management “the Make way”.
- Support and run engagement activities and events for a place-based programme such as organising and running open days.
- Do inductions, off-boarding, and process tenancy paperwork.
- Manage tenancies from start to finish.
- Ensure operational health and safety.
- Collect data and insight and work with the Impact Manager to produce reports.
- Manage the budget of the project.
- Monitor and report on KPIs.

Key Responsibilities as a project lead

Reporting to: Chief Executive Officer

- Lead on the set-up implementation of the Place Partnership project **This Place, This Stage**.
- Work directly with a group of young creatives.
- Write reports for the funder about activity.
- Participate in and host discussions, research and visits.
- Organise and deliver the programme as set-out in the project.
- Work with the Impact Manager to collect data and insight.
- Work with the Facilities Manager to set-up property and facilities management protocols.

Reporting and operational lines:

- Report to the Chief Operations Officer any of the reporting expectations such as incidents, near misses, rota obligations, holidays, sickness, and all HR related matters.
- Report to the Chief Executive Officer for the project work related to St. Helens, including any project specific KPIs, budget management, and spending requests.
- Work with the Facilities Manager for property and facilities related matters.
- Work with the Funding & Impact Manager to ensure reports are compliant and completed on-time.
- Work with the Marketing & Communications Manager to establish strategic approach and implementation plan to business development, comms and marketing.

Responsibilities as an employee of Make CIC

As an employee, all members of the Make CIC team contribute to operational running of the business and its property. We call this **The Make Way** and it ensures that we can deliver our mission to support the Make community.

- Actively pursuing, building and managing relationships with partners, neighbours and organisations in the Liverpool City Region.
- Completing regular reports that monitor progress, KPIs, goals and objectives.
- Supporting the running of the organisation with any operational or strategic needs, as and when required.
- Share in general operations duties of running buildings across the Make CIC estate. This includes "opens" and "closes" as part of the rota; dealing with general enquiries;
- Doing training to ensure good health and safety, fire training, and first aid.
- Managing and reporting on any budgets or spending in relation to your work.
- Undertaking additional duties as required to support the team, working to achieve individual and team outcomes, supporting other members of the team with their projects when necessary.
- Acting as an ambassador for the organisation, contributing to the effectiveness of meetings with members of the team, and members of neighbouring organisations, the sharing of knowledge and experience and the development of Make Liverpool and its profile.
- Working on Saturday's, with advance notice.