

Part-time Site Officer Coordinator for Rosendale Allotments Association (RAA)

Applications are invited for a Site Officer Coordinator to work for twelve hours a week, taking the lead on a variety of environmental tasks on site as well as overseeing the maintenance and hire of a community building. The role will act as a coordinator, interfacing with plot holders, the local community, the RAA committee and a small team of two staff.

Applicants should have:

- Some familiarity with allotments or similar community projects.
- An ability to relate sensitively to a diverse range of plot holders and provide advice where necessary
- Good DIY competence and able to undertake physical work on the site and buildings
- Excellent numeracy, literacy and IT skills with an understanding or an administrative role
- Experience working within a team

- NB This is not a management role, management responsibilities will be undertaken by the RAA Committee and a volunteer line manager

The position involves flexible hours normally spread over 2 weekdays, currently Thursday and Friday and alternate Saturdays for 2 hours. The hourly rate is currently £13.50.

Application with CV to:
chair.rosendaleallotments@btconnect.com

Closing date for applications is 15th March 2019. Interviews will be conducted the week of 25th March 2019.

Job specification

- Manage all areas of site and building maintenance
- Instigating with the RAA committees' support an annual site management plan
- Arranging weekly/monthly task list for the site officers team, linked to the management plan's agreed objectives
- Undertake physical work on the site, such as grass cutting, hedge trimming, boarding paths and plots
- Ensuring the maintenance of the building, including: painting, varnishing, carpentry
- Hiring and organising paid, skilled contractors the as directed by the RAA management Committee
- Arranging tools and schedules for volunteer activities
- Managing the tool hire scheme for members, ensuring that the tools are well maintained and arranging repairs if necessary
- Liaising with the committee, the stores coordinator and the members about the site, its maintenance and improvement
- Helping to advertise the availability of the community room for hire to members and the public and to help manage the bookings
- Ensuring that the building is open for members at regular times and refreshments are available
- Overseeing the cleaning of the buildings and ensuring that the buildings are kept tidily
- Monitoring key access for deliveries, hirers

- Maintaining good records about the site, and the buildings and their use
- Ensuring the site officer handbook is regularly updated by the administrator officer
- Coordinate the team's annual leave and sickness reporting any concerns to the line manager and ensuring adequate cover is organised
- Ensuring that the staff, volunteers and community members adhere to the site's H&S policy, reviewing risk assessments annually and updating where required
- Liaising with plot holders and ensuring that their concerns and ideas are passed onto the RAA Committee
- Identifying and informing the RAA Committee of any staff training requirements and attending training as required
- Attending the RAA committees' monthly evening meeting, representing the all the site officers and updating the committee on site issues and the management plan's progress
- Reporting regularly to the nominated site officer manager (member of the RAA and committee) in the form of emails, meetings and or when required

Person specification

- DIY skills and able to do physical work on site maintenance
- Excellent communication skills
- An ability to multi-task, deal with emergencies and a willingness to work flexible hours

- A commitment to collaborative activity with a community focus
- Awareness of the importance of health and safety issues
- IT competent and willingness to learn how to use the RAA's Salesforce system