

Hedgecock Community Centre (HCC) Project Coordinator – Female Fitness Projects

Job Description

Post Title	Female Project Coordinator (Part-Time, Contract)
Location	Hedgecock Community Centre 28 Stephen Jewers Garden Barking, Essex IG11 9FA
Responsible to:	Centre Coordinator/Management Committee
Hour of Work	10 hours/week for 52 weeks excl. holiday period
Pay Rate:	£16 p/h
Deadline	20th July 2022 – 5 pm

Hedgecock Community Centre is seeking to hire a female project coordinator to help launch and maintain 3 women's fitness projects across multiple sites. We are looking to appoint an enthusiastic, conscientious, firm, and self-motivated person who would play a vital role in assisting us to provide efficient management of the funded projects. The successful candidate will be running our funded project for female fitness in Hedgecock Community Centre, TKO Boxing Gym and John Smith House to deliver a combined 4 session a week across morning and evening including some weekend, across the year.

This role is targeted for a female who has previous experience in project working and volunteered in Hedgecock Community Centre. The successful candidate may be subjected to an enhanced DBS.

If you are interested in this position, please send your CV and a covering letter detailing why you are interested in the role to Harun Miah HR Lead of Hedgecock Community Centre via email: Info@hedgecockcentre.org.uk



HCC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Successful applicant will be required to undertake enhanced DBS (CRB) disclosure

Background

Brief History of HCC

HCC is a dynamic voluntary community organisation established in the Longbridge Ward, Barking since February 2017. HCC was set up initially by a group of local people out of growing concerns about the lack of community provisions in the area. HCC seeks to offer a holistic approach to empowerment of local people through training and development and grew by sharing similar vision and aspirations of the Barking & Dagenham Council for the Longbridge Ward. In recognition of the wider social and cultural needs of residents on the ward, we are building a broader community organisation that can support and contribute to meeting the needs of our community.

HCC is a community-led organisation, which recognises that local people are a valuable resource and have developed a network of competent volunteers who are actively involved in its management and delivery of projects. From inception, we successfully recruited volunteers from within the ward and delivered a range of targeted youth and community activities. We have established legal and financial frameworks to enable us to offer coherent governance and a competitive edge in raising funds and ensuring organisational growth.

Our aim has been to establish strong foundations to grow a sustainable community organisation that promotes both local (Local Community Plan) and national (Every Child Matters) agendas. Our grassroots understanding of the local community and our existing relationships within the community as an active organic group that reflects the local population, gives us our unique position to interact with the Council and partners on behalf of our residents. As residents and volunteers, ourselves, we offer and will nurture our younger residents to be active citizens that engage positively in community life.

Vision / Mission Statement

To be the flagship community centre for Barking & Dagenham.

To improve the quality of life for local people by offering excellent services which provide a range of educational, recreational, cultural, and social opportunities.

Purpose:

To meet, enhance and improve the quality of life of the local community with particular emphasis on the most vulnerable.

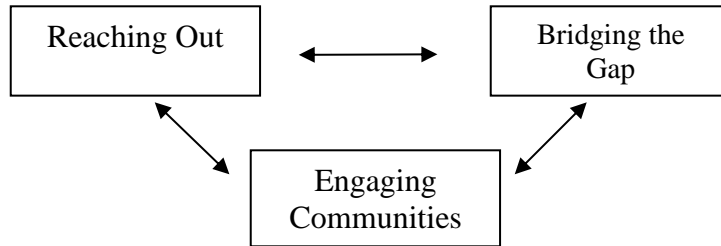
To improve the quality of life for local people by offering excellent services which provide a range of educational, recreational, cultural and social opportunities.

Developing and enriching by means of collective involvement of the community, to help each resident to achieve their full potential in turn building a cohesive and inclusive society.

To support HCC, implement beneficial projects and events for local community to engage in.

Aims & Objectives

We have three prioritising themes:



Reaching Out – aimed at catering for needs of the elderly members of our community and it is part of HCC’s drive for a better understanding of the role and value played by elder members of the community.

Bridging The Gap – A community development programme, this is about connecting young members of the community through a range of activities. It is developed around the notion of ‘better citizenship’ in Longbridge Ward, whereby socially excluded groups are empowered to feel part of and take ownership of the local community.

Engaging Communities – responding to the needs for better ‘community cohesion’ in Longbridge Ward. HCC will be delivering a series of community projects under its ‘engaging communities’ initiative. It aims to encourage better networking communication and connects different sections of our community through a range of projects.

Job Summary

We are looking for an enthusiastic and responsible project coordinator who will be able to launch, run and maintain 3 funded projects. 4 sessions a week will be delivered across multiple sites spanning morning, evening and some weekend. This will be a contract basis and made permanent in future. The coordinator will be responsible for managing all female orientated project to attract more female users to our centre and create an opportunity to attain future female volunteers and committee member.

To ensure you are successful in application, you should have experience in project management, confident, have strong interpersonal skills and organisational skills to build and sustain relationship with project funders, council representatives, HCC board of trustees, site managers at TKO and John Smith House, fitness instructors, attendees, project staff and other stakeholders. The successful candidate will also be responsible for collating data of the participants and writing periodic reports based on the outcomes as stipulated by funders requirements. Experience in fitness is desirable but not essential.

Main Duties:

- Assist with launch of programme, including sourcing and screening of fitness instructors
- Develop and implement a weekly schedule for all female orientated projects in line to project commitment and objective
- Set fitness goals in collaboration with fitness instructors and track progress of attendees
- Purchasing and setting up of necessary equipment and returning equipment on the day
- Purchasing refreshments ahead of each session
- Point of contact for multiple sites, and ensuring venue bookings and management on a week to week basis, including in-person attendance across sites
- Administrative task which includes data entry of all participants
- Handling queries and maintaining Whatsapp groups for each projects to build a nurture attendees
- Keeping a record of attendance and development of female fitness and health
- Following budget provided to running the project, Keeping record of all purchases
- Constructing end of year report as it is required to be given back to funders
- Identifying any fundings for the longevity of the project
- Encouraging female to get involved in the project, become volunteer of HCC and future trustees
- Comply with all the HCC safeguarding, equal opportunities, Data Protection, and health & safety policies outlined.
- Maintaining equipment
- Ensuring the safety of all participants.
- Carry out any reasonable tasks as when requested by management committee of HCC
- Relaying the development of the training programme on a quarterly basis to Management committee

Essential Skills and Qualification

- Previous experience of administrative skills

- Health and Safety Level 2 (Desirable)
- First Aid level 3 certified or sports aid certified (Desirable)
- Previous experience in project coordination or work
- Excellent communication, organisational and interpersonal skills
- Knowledge of health and fitness
- Passion of Fitness
- Ability to remain calm in stressful situations
- Patience and understanding

Health and Safety

1. To be familiar with first aid and sporting injuries.
2. To ensure that Health and Safety requirements are adhered to in accordance with the Health and Safety at Work Act (1974), the Health and Safety Regulations, codes of practice, guidance notes and other statutory requirements or organisational policy.
3. Lead by example being always diligent and observant. Ensure safety & risk are considered within all sessions.
4. Ensure a safe and respectable learning environment for all players and coaches to maximise their holistic development.

Safeguarding / Policies & Procedures

1. To ensure all policies and procedures are adhered to.
2. To ensure that Health and Safety processes are followed, and risk are minimised.

This job description will be periodically reviewed with the post holder to take account of the changing demands and operational guidelines defined by HCC.

	Print Name	Signature	Date
Employee's Signature			
Employer's Signature			