# Newcastle Time Bank Co-ordinator

# Job Description & Person Specification

## Hours: Fixed Term Contract 12 months - 37.5 hours per week. Job share considered

Salary: £28,000

Holiday: 25 days per annum plus Bank Holidays

Responsible to: Head of New Business & Programmes

The role of the Newcastle Time Bank Co-ordinator is to set up, promote and manage the day to day running of the Time Bank project, in Arthur’s Hill and Wingrove, by recruiting and training members, linking them up, and initiating exchanges to involve participants in both physical, and mental, health and wellbeing timebanking activities to achieve our objectives for themselves, their loved ones and their community.

**The main tasks are:**

* Recruiting new participants to the time bank, taking references and managing expectations
* Linking up individual requests and offers, monitoring time exchanges and evaluating them to improve members’ health and wellbeing
* Ensuring members time credit accounts are up to date using the Time On Line software
* Organising group activities, promotional events and training
* Encouraging the involvement of time bank members in the management and development of the project through a Steering group to enable sustainability and succession planning
* Outreaching to groups, including local health and community organisations so that they can get involved in the time bank
* Ensure that organisational time exchanges are logged using Time On Line, noting what the organisation is giving and receiving for time credits
* Promoting the time bank by getting publicity across all local media
* Overseeing any activity leaders and organising weekly group time exchanges
* Encouraging time bank members to assist in the day to day running of the time bank to support you and improve the sustainability of the time bank
* Ensuring budgets are adhered to, processing invoices etc. with support from TBUK
* Administering DBS checks on relevant time bank members
* Exploring funding opportunities for the time bank and passing on to TBUK management to initiate and for advice
* Keeping on-going impact case studies from time bank members and create a plan to evaluate the effectiveness of the time bank
* Ensuring the time bank adheres to all relevant policies and procedures for safeguarding and health and safety, including risk assessments, insurance etc.

# Newcastle Time Bank Broker Person Specification

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| **Attributes** | **Essential skills** | **Desirable skills** |
| Work related experience | * Experience of working within community project/timebanking activity * Experience of ensuring community projects adhere to safeguarding and health and safety policies * Relationship building skills and the ability to build people's confidence by listening and getting them involved * Experience of planning and organising work to meet targets * Administrative skills and experience of setting up systems * Experience of managing projects and people on a day to day basis, either as a volunteer or a paid worker * Good computer skills. Able to use word processing. * Knowledge of monitoring and evaluating projects | Experience of managing a budget  Experience of youth engagement  Experience of engaging with community organisations  Experience of MS Office  Experience of database software  Experience of social media |
| Personal attributes | * Excellent verbal and written communication skills * Good local knowledge * Ability to form strong positive and collaborative relationships * Ability to work both in a team and individually * A passion for encouraging local participation including isolated and excluded groups * An understanding of issues around disability, vulnerable people and other excluded groups | * Be flexible and adaptable and open to changing circumstances |
| Special working conditions | * Ability to attend some evening /weekend events and meetings |  |