

JOB TITLE	Time Bank Coordinator (Somersham & Pidley)
RESPONSIBLE TO	Somersham Parish Council
SALARY	SCP 18 – SCP 23 £12.98 - £14.42 per hour
HOURS OF WORK	15 hours per week Including some evening and weekend work as necessary Plus Changing Lives - 2 hours per week (Currently funded until 2022)
HOLIDAY ENTITLEMENT	Holiday entitlement is calculated and based on hours worked per week
CONTRACT LENGTH	Permanent

All applicants are required to have a DBS check.

INTRODUCTION

Somersham Parish Council has pioneered a locally leading model of support, focussing on the skills and abilities of people within the community.

Somersham is a large village in the Huntingdonshire District with approximately 1,580 households and a population 3,855. The forward-thinking Parish Council already provides good leadership within the community and has overseen the development of a Parish Plan and other community activities. There are many different working groups that support the different aspects of village life and the management of the community's assets.

The position of Time Bank Coordinator is a Community Development role.

JOB PURPOSE

The Somersham & Pidley Time Bank Coordinator is responsible for overseeing the continued development and delivery of a Time Bank across the Cambridgeshire Parishes of Somersham & Pidley. The Coordinator will seek out and encourage involvement of the 'less engaged' thereby reducing loneliness and increasing self-worth and wellbeing. The Coordinator reviews and monitors Time Exchanges using "Time on Line2" software, promotes Time Banks across the parishes, the recruitment of new Time Bankers and liaises with key partners to ensure the successful delivery of the Time Bank. The Somersham & Pidley Time Bank Coordinator will be responsible for enrolling residents in the Timebank scheme.

LINE MANAGEMENT

The Somersham & Pidley Time Bank Coordinator organises their work load but also reports to Somersham Parish Council Clerk as their line manager. Final responsibility for the Timebank activities rests with Somersham Parish Council.

HOURS

The Time Bank Coordinator will be a part time post of 15 hours per week, subject to the ongoing development of Time Banking in Somersham. The post may involve some unsocial hours working.

Plus Changing Lives - 2 hours per week (Currently funded until 2022)

OFFICE

The Time Bank Coordinator will be required to work from the Parish Councils office at the Norwood Building, Parkhall Road, Somersham, some home working and occasional meetings and events elsewhere. However, it is expected that the majority of time will be spent in a community setting.

ADMINISTRATION

The Time Bank Coordinator is expected to be well organised in administration and will need to use Time Bank software to keep records up to date. You will be provided with a laptop and a mobile phone.

TRAINING

Appropriate training to facilitate development in the post will be available. Links to the national Time Bank programme will link into areas of support and training.

USE OF CAR

The Time Bank Co-ordinator must have a full clean driving licence and use of a car. (Expenses will be paid for mileage outside of Somersham and Pidley)

EQUAL OPPORTUNITIES

All staff are required to implement Somersham Parish Councils equal opportunities policy in their day to day work.

SPECIFIC RESPONSIBILITIES

1. Management

- 1.1. To undertake recruitment and induction of Time Bankers and potential volunteer administrators.
- 1.2. To develop and promote the role of Time Bankers and provide ongoing support to them.
- 1.3. To communicate to Time Bankers the Somersham vision and as set out in the Parish Plan so that they operate within the values and direction of the Parish as a whole and understand their own role within this context.
- 1.4. To promote anti-discriminatory practice within Time Banks, ensuring that the diverse needs of Time Bankers are addressed and, wherever possible, met.
- 1.5. To develop productive partnerships with funders, researching potential sources of grant funding and working on funding application bids as appropriate.
- 1.6. Ensure the success of the Somersham & Pidley Time Bank
- 1.7. Manage the Regular prescription scheme for residents using Timebank members

2. Time Bank

- 2.1. Support People to identify the skills, knowledge and experience that they can offer and those that they need.
- 2.2. Maintain regular, monthly contact with all Time Bankers both individually and collectively.
- 2.3. To exercise day-to-day responsibility for the operation of the Time Banks until such time as they become autonomous.
- 2.4. To complete all monitoring and review information as specified Somersham Parish Council.

- 2.5. To contribute to the evaluation of the Time Banks, providing all information requested.
- 2.6. To ensure a positive facilitation between Time Exchanges and Time Bankers
- 2.7. To provide opportunities for Time Bankers to be involved in decision making and administration, positively working towards each Time Bank being self-facilitating.
- 2.8 To maintain relationship with Time Bank UK.
- 2.9 Using Time Online 2 brokerage software, maintain individual time credit Accounts and recording of time exchanges.
- 2.10 Produce and maintain a simple Time Bankers Hand Book.
- 2.11 Develop a keen knowledge of the local area and its resources.
- 2.12 Establish and develop good connections with local groups and organisations, local authorities and businesses to engage with the Time Bank.
- 2.13 Work with partners to identify activities needed that have a local value, and gather diverse groups of Time Bank members to take projects on.
- 2.14 Develop and maintain Time Bank website, updating with stories, information and photographs.
- 2.15 Develop promotional material for Time Banking in Somersham

3. Work with Somersham Parish Council Members

- 3.1. To work within Somersham Parish Network structure ensuring that Members of Somersham Networks are aware of the Time Banks and the benefits of Time Banking.
- 3.2. To liaise with residents and partners to raise the profile of the Time Banks, preparing updates and attending Network meetings as appropriate.
- 3.3. To support Somersham Parish Council members in developing Time Bank membership across the Networks.

4. Governance

- 4.1. To attend Somersham Parish Steering Group meetings to update on Time Bank development.
- 4.2. To contribute to consultation on policies, strategies and systems as appropriate and at the request of the Parish Council and Partners.
- 4.3. To promote a culture that puts the needs of Members and Time Bankers at the centre of the work, ensuring that work across the Time Banks remains consistent with best practice.
- 4.4. To be actively engaged in your own learning and professional development.
- 4.5. Encourage involvement of Time Bank members in group projects and in planning, including the Time Bank Steering Group.
- 4.6. Organise group learning and training for Time Bank members, using the skills available in the Time Bank.
- 4.7. To keep records up to date in line with GDPR

5. Finance

- 5.1. To control and authorise the expenditure of certain budget areas and contribute information for budget preparation.

6. Events

- 6.1. To plan and organise events open to Timebank members and the rest of the Community

- 6.2. To produce event plans and risk assessments for each event
- 6.3. To advertise and promote the events and make them inclusive to all

7. Other duties

- 7.1. To focus on the skills and abilities of people as part of Somersham's Community Development programme.
- 7.2. To undertake such other duties as the Parish Council may reasonably require.
- 7.3. Work in accordance with all relevant legislation.

**Somersham & Pidley Time Bank Coordinator
Person Specification**

REQUIREMENTS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSING
Experience		
Experience of working with volunteers.	Desirable	AF, I
Experience of planning and managing your own workload	Essential	AF, I
Knowledge		
An understanding of community based projects and community engagement	Desirable	AF, I
Knowledge of community engagement and participation techniques.	Desirable	AF, I
Knowledge of Time Banking, Skill Exchange or Social Capital	Desirable	AF, I
Skills		
Strong interpersonal skills, including an ability to communicate well with volunteers, Parish Council staff and partner agencies	Essential	AF, I
Ability to produce clear and concise written reports	Essential	AF, I
Ability to see projects through from start to completion	Essential	AF, I
Aptitude		
A commitment to partnership working	Essential	AF, I
A commitment to sustainable relationships and connections in the local neighbourhoods	Essential	AF, I
A can do approach which generates practical and timely solutions to problems	Essential	AF, I
A commitment to your own professional development	Essential	AF, I
Personal Qualities		
Ability to be flexible and able to respond to unexpected priorities.	Essential	AF, I
A good record of time-keeping and attendance at any previous place of work	Essential	AF, I
Ability to communicate to mixed audiences, including presenting information at events	Essential	I
Ability to attend occasional evening meetings	Essential	AF, I
Ability to attend occasional weekend events	Essential	AF, I

Method of Assessment denotes how decisions will be made in assessing applicants -**AF = Application Form & I = Interview**