

Community Hub Host

5 hours per week at £14.50 per hour

Three months with possibility to extend



We have a short-term opportunity for a freelance Community Hub Host to support a new initiative in New Galloway Town Hall, taking a lead role in organising and hosting community hub drop-in sessions where people can come for warmth, food and to socialise.

We are offering one five-hour session per week, at £14.50 per hour, with a possibility of increasing to two five-hour sessions per week, by negotiation and subject to uptake/demand - over a period of about three months. Should the project prove successful and further funding be secured, the role may continue beyond the initial period.

Initial sessions will be based in Kitty's Café, New Galloway until the Town Hall renovations are completed.

Background Information

Local Initiatives in New Galloway (LING) is a small charity working with and for the community in a beautiful and friendly rural location. LING manages historic New Galloway Town Hall as well as two outdoor location-based projects. You will be part of a small team including trustees, our Community Inclusion Worker, and a number of regular and occasional volunteers.

This project, funded by Dumfries and Galloway Council, is designed to provide easy access to warmth, food and other kinds of support, particularly in the context of the cost-of-living crisis. Transport for those further afield or in need of mobility assistance can also be funded by arrangement.

Your role will be to 'host' open-house, drop-in sessions (initially only one a week). and you will be responsible for creating and managing a welcoming environment where people can come and make flexible use of the space. The five-hour sessions assume one hour preparation and setting up time and one hour clearing up, with three hours of actual 'open' time. Some decisions are still under discussion, but we envisage food options being available, including tea, coffee and biscuits, or just the chance to sit in the warm for a bit – to chat or not to chat. Some take-away food packs may be available too. This means that food handling and probably some food preparation and cooking will be part of the role. You will be working under the guidance of LING's Community Inclusion Worker and will also have a nominated Trustee to whom you will report from time to time.

A friendly, empathetic nature and organised, thoughtful and creative approach to your work is important. You will need to be able to put people at their ease and to enable them to feel comfortable with identifying what kinds of support they might need or want. Some background knowledge about where to signpost them to for more specialist advice will also be necessary.

You will also need to be confident enough to induct, support and direct volunteers to facilitate their contribution to the creation of the community hub and to ensure that they feel valued and are part of the team.

Job Description

The job will require you to

1. Work under the guidance of LING’s Community Inclusion Worker, making time for discussions and planning, and report from time to time to a nominated LING Trustee;
2. Work with, support and direct volunteers in creating a welcoming venue for people of all ages to gather - and to clear up afterwards;
3. Be a welcoming presence, as host, throughout the session, able to take account of people’s needs and wishes, including being aware that some people may be vulnerable in a range of ways;
4. Be able to prepare, on occasion, basic meals, eg soups, sandwiches, puddings, custard, including holding relevant food hygiene qualifications or being willing to gain them;
5. Engage people, as appropriate, in the preparation, serving and clearing of simple meals;
6. Make tea, coffee, and biscuits and drinks for children available at any time;
7. Support and encourage people to join in social activities for example play games or do jigsaws, as appropriate;
8. Make arrangements, in discussion with the Community Inclusion Worker, for speakers or advisors from other organisations to provide an input to the session, and be ready to make them welcome, to plan where they will be situated and how the timing of their session will fit with other routines;
9. Seek guidance from the Community Inclusion Worker as a first port of call over any concerns or uncertainties;
10. Carry out risk assessments with the Inclusion Worker and take account of them in any session planning and management;
11. Familiarise yourself with the LING Policy papers on ‘Health and Safety’, on ‘Volunteering’, on ‘Equal Opportunities’, and on ‘Support and Protect’;
12. Be in touch with the nominated link Trustee and provide feedback as requested on progress;
13. Keep a written note of what has been offered at each session and numbers of attendees;
14. Work with the Community Inclusion Worker on the handling of the budget allocation ensuring records of expenditure are kept, consulting with or reporting to the LING treasurer on any concerns.

Person Specification

Essential	Desirable
Good communication skills, both written and verbal, including good listening skills	Some experience in community work settings
Experience of working with and supporting people	Relevant qualification in Community Development, Health and Social Care or similar
An interest in community projects addressing cost of living challenges, including those providing support for healthy eating	Experience in working in food hubs, community kitchen contexts or food banks

Basic level Food Handling Certificate	Mid-level food preparation and cooking certificate
An awareness of, and concern about, the challenges of managing on limited budgets in the face of rising costs for food, heating and other essentials	Some experience working in contexts where support was provided to address these issues.
An understanding of volunteering and an ability to work well with volunteers	Experience supporting and managing volunteers
	Sufficient IT skills and familiarity to handle, for example, email, social media, the design of simple posters or publicity leaflets
An understanding of the challenges and opportunities of living in a rural area	Knowledge of the Glenkens area, it's demographics, geography and organisations and how it sits within the wider regional and national context.

To apply, please send your CV and a letter of application (approximately 1/2 sides of A4) to us at newgallowaytownhall@gmail.com setting out and evidencing how your skills, qualifications and experiences would enable you to meet the requirements of the role. Explain to us, with some examples, the ways in which you meet the main features of the person specification. This what we will have in mind as we short-list and interview candidates.

The deadline for application is **midnight on the 24th February 2023.**

We expect interviews to take place week beginning 6th March.

We warmly invite you to contact us with any questions or for an informal chat prior to application at newgallowaytownhall@gmail.com.