



Warwickshire Rural Community Council Job Description

Job Title:	Warm Hubs Project Co-ordinator
Project/Department:	WRCC
Hours of Work:	20-25 hrs per week (with some flexibility including possible reduced hours during school holidays). May include occasional evenings. Minimum of 4 days per week
Location:	Home working with some meetings at Wellesbourne office, will need to travel throughout Warwickshire & Solihull
Salary:	NJC SCP 15 to 17 depending on skills and experience (currently £23,541 to £24,491 pro rata)
Term:	Fixed term contract to 31 Oct 2023
Responsible to:	Warm Hubs Project Manager

Overall Aim

To support the development of sustainable rural and semi-rural communities in Warwickshire and Solihull by working with local organisations and groups to help tackle social isolation. The Warm Hubs project involves the creation, support and development of inclusive long-term community events in warm, safe venues such as village halls and community centres.

Specific Aims

1. To promote and support the creation of a number of Warm Hubs.
2. To promote energy related issues to communities via Warm Hubs, in conjunction with the project sponsor (Cadent Gas) and community focused energy experts.
3. To collaborate with other organisations at local and county level to help Warm Hubs provide information on community support and services to residents.
4. To contribute to the development of a Warwickshire and Solihull Warm Hubs network and potentially a national Warm Hubs programme.

5. To liaise with Halls Together (a village halls advice service run jointly by WRCC and Leicestershire & Rutland RCC) to provide support to community groups, village halls and other community buildings on all aspects of their operation.

Responsibilities

1. To work closely with the Warm Hubs Project Manager to promote the development of Warm Hubs in Warwickshire and Solihull, complemented by the Mobile Warm Hub minibus service.

This will include the following duties:

- Visiting and supporting WRCC's existing Warm Hubs
- Engaging with existing contacts in communities to establish new Warm Hubs
- Identifying additional opportunities to create sustainable Warm Hubs
- Arranging for the provision of energy related information to Warm Hubs (and potentially delivering such information, subject to training being provided)
- Identifying opportunities for Warm Hubs to deliver other community support, including collaborating with third parties at local and/or county level
- Encouraging and supporting volunteers and community champions
- Providing reports to the project sponsor to meet performance criteria
- Producing case studies, notes on good practice and resource materials

And ideally assisting with the following (training will be provided if required):

- Creating publicity materials
- Updating website project pages and writing occasional blog posts (Wordpress) and newsletters (Mailchimp)
- Posting on social media (Facebook, Instagram, Twitter)

2. To liaise closely with the Mobile Warm Hub Project Co-ordinator, to ensure that this service continues to support the development of additional Warm Hubs.
3. To liaise with Halls Together, to provide Warm Hubs with advice about community buildings, policies and procedures (including Covid-19 advice), and potential funding opportunities.
4. To undertake other duties commensurate with the level of the post as directed by the Project Manager and/or the Chief Executive.

The specific nature of tasks may vary from time to time, while remaining within the levels of responsibility of this post.

All employees have a responsibility for their own safety and must not endanger that of colleagues or visitors in the workplace.

This post may be subject to a DBS check.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the WRCC Equal Opportunities Policy.

Additional project information can be found at the following links:

[Warm Hubs and Mobile Warm Hub help communities beat social isolation](http://wrccrural.org.uk)

[\(\[wrccrural.org.uk\]\(http://wrccrural.org.uk\)\)](http://wrccrural.org.uk)

[WRCC - Home | Facebook](#)

CRITERIA	Essential/ Desirable	Assessed: CV/Interview
QUALIFICATIONS & KNOWLEDGE		
Relevant IT Qualification and/or proven ability to use MS Windows and Office packages	E	CV,I
Knowledge of issues affecting rural communities	E	CV,I
Knowledge of volunteering practice	D	CV,I
Knowledge of the principles of equal opportunities practice and a commitment to them	E	CV,I
Knowledge of the impact of COVID-19 on communities	E	CV,I
EXPERIENCE		
Experience of community development work	D	CV,I
Experience of providing support to community groups	E	CV,I
SKILLS & ABILITIES		
Excellent verbal communication skills	E	CV,I
The ability to present to a group and gain commitment to action	E	CV,I
Ability to enthuse and encourage people's involvement	E	CV,I
Ability to listen to people, assess evidence and propose solutions to issues experienced by communities	E	CV,I
Ability to use Mailchimp to distribute e-Newsletters	D	CV,I
Ability to write engaging copy for publication	D	CV,I
Ability to produce clear and engaging reports and other written work	D	CV,I
Professional, friendly and good humoured manner	E	CV,I
Well organised, adaptable and able to prioritise and work on own initiative, to meet project deadlines	E	CV,I
Ability to negotiate and solve problems	E	CV,I
Access to independent transport and the ability to travel throughout Warwickshire and Solihull	E	CV,I
Ability to work with some flexibility, being able to attend out-of-office hours meetings from time to time	D	CV,I