



Fair Frome Coordinator – Job Description and Person Specification

Salary: £24,960 pa Pro Rata

Contract: Permanent subject to a satisfactory probationary period of six months.

Hours of work: 20 hours per week Job Share

Responsible to: Board of Trustees with direct line management through the Chair of Trustees or Vice Chair.

Line management responsibility for: Furniture Bank coordinator and any additional staff appointed and volunteers.

The organisation: Fair Frome is an organisation set up to encourage resilience and support people to tackle the difficulties of living with social, financial, educational, and health poverty. It currently runs the town's food bank, furniture bank, Assistance Scheme and provides meals through its Food at Five and Holiday Hunger initiatives as well as other practical support to people living in poverty. It also campaigns against poverty and inequality. It is a Charitable Incorporated Organisation (CIO) which aims to prevent and relieve poverty through the provision of direct services and through the support and development of other organisations in such a way that they are able to identify and meet these needs. Fair Frome currently serves the area of Frome and the surrounding BA11 postcode.

The purpose of the role:

Ensure the overall smooth running of Fair Frome, under the direction of the trustees. To ensure that the organisation has a direct positive impact on people in Frome and the surrounding BA11 area affected by poverty and inequality.

Oversee relationships and communications with the local community and board of trustees, in accordance with Fair Frome's Aims and Objectives, and report directly to the board of trustees and funders.

With the other Job Share to Lead on the delivery and communication of Fair Frome projects and campaigns, which raise awareness of issues relating to the root causes of poverty both locally and nationally.

Main Responsibilities & Key Tasks

The Fair Frome Coordinator will plan, co-ordinate and take a lead in tandem with the other Job Share in implementing a strategic and practical programme of action with community members by:

- 1 Managing the organisation of Fair Frome through building and supporting a team to deliver aims and objectives, and by representing the charity externally as its public face.
- 2 Be responsible for delivering, monitoring and measuring Fair Frome's impact and projects, working with the Furniture Bank Coordinator and other staff and volunteers to delegate tasks where appropriate and available.
- 3 Seek new opportunities for fundraising, particularly at a local level, and working with Trustees to assist with funding applications.
- 4 Promoting a clear, effective brand identity for Fair Frome through all communication including publications, social media, press releases and the web site.
- 5 Creating, promoting and supporting links to external agencies and community groups both locally and nationally to raise awareness of local poverty and to influence positive change.
- 6 Manage comprehensive database of contacts, service users and partner agencies to ensure smooth running of projects.
- 7 Managing the day-to-day responsibilities of the Volunteer Coordinator and other staff, to enable volunteers to play an active role within Fair Frome and for these partnerships to be mutually beneficial.
- 8 To develop Fair Frome's role as a local 'umbrella organisation', networking, supporting and negotiating with agencies and communities to work closely together to ensure that individuals receive a co-ordinated service.
- 9 Reviewing and updating implementation plans, policies and procedures for the service delivery of Fair Frome. This includes fundraising & finance, communications, health & safety, safeguarding and DBS checks.
- 10 To ensure that the office is open every day Mon - Fri for core advertised office hours. This is an interesting and varied role, so the post holder will be need to have a flexible approach to work and be able to attend occasional evening and weekend meetings and projects.

General

The post holder will be required to be flexible to the changing needs of the organisation and as such undertake tasks and responsibilities not specifically listed here but relevant to the smooth running of Fair Frome, including general office and administrative tasks and aspects of service delivery, as directed by the trustees.

Person Specification

Attribute	Essential/ Desirable
Excellent communication skills	Essential
Excellent knowledge of local statutory and voluntary agencies	Essential
Experience of working in the voluntary sector	Desirable
Understanding and experience of project management and delivery and grants	Essential
Competency in Microsoft Office	Essential
Experience of measuring impact to inform the revision and development of services	Desirable
Commitment to a positive framework of equal opportunities	Essential
Commitment to high quality standards	Essential
Flexible working hours, which will include occasional weekend and evening work	Essential
The ability to work as part of a team	Essential
Experience of delivering training and or speaking at public meetings	Desirable
Experience of health & safety best practice and risk assessments	Desirable
Excellent time management skills and ability to meet targets and deadlines	Essential