# Job Description

**Job Title:** Time Bank Plus Community Projects Co-ordinator (2.5 days / 17.5 hrs pw)

**Responsible to:** Time Bank Plus Manager

**Purpose:**

The Community Projects Co-ordinator will manage and co-ordinate a number of existing groups, activities and projects, according to their aptitudes, interests and the needs of the organisation. They will also have the opportunity for involvement in the planning, development and co-ordination of new areas of work.

Working in close collaboration with the Time Bank Manager, the Community Projects Co-ordinator will be responsible for a proportion of the operational co-ordination and administration of the Time Bank and its associated work programme. This will include shared responsibility for the recruitment and supervision of volunteers, outreach and publicity work, administrative tasks and ensuring the Time Bank office is staffed during opening hours.

Depending on the interests and aspirations of the post holder, there may be opportunities for involvement in other aspects of the Time Bank such as fundraising or developing new partnerships.

**The main tasks are:**

* Co-ordination of some existing Time Bank Plus groups & projects
* Recruitment, support & supervision of Time Bank Plus members / volunteers
* Development and co-ordination of some new groups and/or projects
* Carrying out an effective programme of outreach and publicity
* Staffing the Time Bank office at agreed times
* Ensuring that Time Bank Plus policies and procedures are updated and adhered to
* Representing the Time Bank at some meetings, forums, networks and events
* Any other tasks appropriate with the role of Time Bank Plus Community Projects Co-ordinator