

JOB DESCRIPTION

Job Title: Building Co-ordinator

Reporting to: Sow the City Director

Grade/Salary: £19-24K (pro rata and depending on experience)

Hours: 3 days per week.

Contract: Fixed Term until May 2022 with continuation subject to funding

Probationary Period: 12 weeks

Location: Based at the Boiler House (9 Wilcock St, Moss Side, M16 7DA)

Background to the Role

Sow the City have recently taken on the Boiler House, a new centre in Moss Side, which we are developing into our long-term home. The Boiler House is a friendly community workshop space dedicated to making and mending, just a mile from the middle of Manchester.

An exciting opportunity has arisen to join our small, dynamic and growing social enterprise. The successful applicant will help to co-ordinate activities at the Boiler House venue and run community activities.

In the 1980s the Boiler House operated as a power station for thousands of homes in Moss Side. In May 2019, Sow the City signed a 12-year lease on the building. Our vision is to empower communities to grow and live sustainably. We offer access to a wood workshop and DIY workshops and run free community activities that provide skills for employment, improve health and wellbeing, develop a circular economy, and promote gender and race equality.

Sow the City is a small, dynamic and growing social enterprise based in Manchester. We have over ten years of experience of delivering community projects across the city.

Other Details

- 5% employer pension.
- 30 days holiday per year pro rata (bank holidays are taken as leave)
- Sick-pay is 4-weeks full-pay, 4-weeks half-pay followed by statutory sick pay (subject to satisfactory probation period)
- The role will require the successful candidate to work flexible hours including evenings and weekends

Equal Opportunities

Sow the City strives to be an equal opportunities employer and celebrates diversity. We welcome applications from people looking to return to work and may not have continuous employment history.

Application and recruitment details:

- Submit your CV (no more than 2 sides) detailing education, work and volunteering history and 1 page cover letter to info@boilerhouse.org by **Wed 7th April, 5pm**
- Shortlisting will take place by Fri 9th April AM.
- Interviews for this post will be held on **Tues 13th April**. Appointment subject to the receipt of satisfactory references.
- Please note that feedback will only be provided for applicants attending interview.

The role of the Building Co-ordinator will be to:

Help to co-ordinate and run activities at the new Boiler House project in Moss Side and assist with the core administrative functions of Sow the City and the Boiler House.

Occasional weekend and evening working will be required, and a TOIL system allows overtime hours to be used as leave.

Sow the City has funding secured for this post until May 2022, but we hope to be able to extend this role into a permanent and full-time post if more funding becomes available.

Specific responsibilities

- Assist with delivering Boiler House workshops (e.g. woodworking) including meeting attendees, recording attendance, providing inductions.
- Answering phone calls and emails, and organising workshop and venue hire.
- Managing Boiler House volunteers.
- Recording utilities usage and costs.
- Weekly fire alarm and routine fire checks.
- Keeping building and stores tidy.
- Liaising with contractors to make improvements and upgrades to the Boiler House building.
- Assist with marketing courses and promotion of projects and events through social media, posters, flyers, Eventbrite etc.

- Work closely with partner organisations including Local Authorities, Social Housing Landlords, NHS and voluntary sector to increase involvement and improve awareness of the Boiler House.
- Work closely with other members of the Boiler House team and help with other Sow the City projects and tasks as required and which are commensurate with the grade of the job.
- Ability to work alone or with others as part of a team.
- Undertake informal and formal training as agreed.
- The post holder will be subject to performance objectives agreed during performance reviews.

Key responsibilities – all staff

- To comply Sow the City policies and procedures.
- To undergo appropriate checks including an enhanced DBS check.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Working with community groups. • Working as part of a team. 	<ul style="list-style-type: none"> • Experience of venue management. • Experience of managing volunteers. • Experience of developing and delivering community projects. • Experience of running workshops.
Qualifications & Knowledge, Skills & Personal Attributes	<ul style="list-style-type: none"> • Good customer service skills. • Proactive, self-motivated, can-do attitude. • Good organisational skills. • Safe working practices and health and safety. • A strong interest in environmental and social impact projects. 	<ul style="list-style-type: none"> • Social media skills. • Practical skills and/ or qualifications in gardening, woodwork, DIY etc. • Knowledge of Manchester community networks and groups.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.