



JOB DESCRIPTION

Job Title: Temp WellBeing, Places and Spaces Coordinator

Accountable to: SPDT

Reports to: SPDT Lead and works with the Swanage WellBeing Board and SPDT Projects

Grade: £12-15 ph

Hours: 15 hrs per week (worked flexibly by arrangement and needs of job) 12 months

Where worked: Various – mostly from home and in SPDT buildings, and occasionally across Purbeck/Dorset and further afield, as necessary.

The Purpose of the Project:

- To achieve a vibrant, sustainable and resilient local community which protects and enhances the health and wellbeing of the residents of Swanage and the surrounding villages
- By utilising local buildings and land for community use and increasing the capacity to secure and grow connections and services
- By developing a network of individuals and groups who are creative, active and resourceful in response to their own and each other's unique and shared interests and needs.

To achieve this the job will:

Recognise and help grow community skills and assets to find solutions to things that are important to them

Build on our place-based approach, utilising local buildings and land, assisting developing spaces for community use, and available for use at low cost by health, social and economic services, that our community want and need.

Require working closely with SPDT, appointed professionals and contractors to achieve maximum potential from the owned assets, with the objective of providing affordable accommodation which is sustainable for the long term.



Registered Charity. No: 1162662
Company Limited by Guarantee
Registration No: 8743407
Registered Address:
Herston Cross House 230 High
Street Swanage BH19 2PQ

Interpret and guide financial viability for the short, medium, and long term with an emphasis on covering costs incurred and building reserves for meeting budgeted and unbudgeted, future expenditure.

Make an intentional effort to build and nourish relationships, forging greater connections – individual to individual, individual to group, group to individual and between our community's health and social services.

Provide support to SPDT in its fund-raising activities, to manage and develop the owned estate and assist in liaising with appointed professionals, including Architects, Engineers and Solicitors.

Key priorities for the next 12 months

- Building trust, awareness, and community involvement in the wellbeing project.
- Building relationships and partnerships e.g. with potential service providers and community groups.
- Helping to understand and develop the Community Hub and “serviced office” concepts for delivery as part of SPDT projects, by research into similar projects in the commercial, local authority and voluntary sectors.
- Helping create Community hubs that are fronted by user friendly, cosy community cafes, building on the Herston Village Hall and Centre experiences and research from Hubs located outside of the immediate area.
- Co-ordinating and monitoring delivery of projects that are required to deliver the Places and Spaces priorities
- Gathering and using data and user feedback to identify the standard of quality being achieved and recommending adaptations, as necessary. Reporting upon successes and not so successful outcomes in service delivery to feed into longer term planning to deliver continuous improvement.
- Ensure that the community are at the heart of all that we do.

Skills required:

- o Interpersonal skills to be able to successfully build relationships with all sectors and build trust
- o Communication skills both written and verbal
- o Community relationships and property management experience preferred,
- o Good level of ICT skills, including Web based research, Excel, Word and PowerPoint and use of social media to build Community relations.
- o Project management skills, including, monitoring building and maintenance works, report writing and general admin duties

- o Data management and analysis

How to apply:

- Please complete a CV, with a covering statement that sets out your skills, knowledge and experience against the requirements of the post
- Email application, or queries, to Kim Gallagher at SwanagePDT@gmail.com
- Closing date is 1st July



Swanage & Purbeck
Development Trust

Registered Charity. No: 1162662
Company Limited by Guarantee
Registration No: 8743407
Registered Address:
Herston Cross House 230 High
Street Swanage BH19 2PQ