



## **STRETFORD HIVE CO-ORDINATOR (Volunteer Role)**

The post holder will help the local community participate in various activities in Stretford Hive through user involvement initiatives and volunteering. He or she will develop ways to enable local community groups and local residents to be engaged along with other voluntary and statutory partners to maximise the use and potential of the Stretford Hive as a community asset.

### **Main Duties**

- Take regular bookings for the Hive
- Co-ordinate all bookings and requirements for each group/individual using the Hive
- Encourage local groups and partners to develop activities for all ages to deliver a programme of regular events/activities from the Hive
- Regular liaison with partners and users of the Hive to ensure that communication of what is taking place in the Hive is shared as widely as possible.
- Assist with the promotion and marketing of activity through the use of the website, social media and other networks
- Keep records of all enquiries and booking for the Hive
- Manage the daily running of the Hive and ensure that any issues are reported to the relevant body and are acted upon.

The post will be part of a team which comprises an active management committee.

### **What we ask of you**

We ask that you;

- have a good level of communication skills
- Are able to be present in the Hive on a regular basis and be happy to talk to people that come into the Hive and have an approachable manner when dealing with all the different agencies, partners, age groups that use the Hive
- Work alongside the Council and Partner agency staff to ensure the Hive's success
- Are happy to be subject to a CRB check

### **What we can offer**

- Links to the Council's computer system
- Support with Comms/media and PR/Marketing
- Support to deal with daily enquiries