

# **Friends of the Mount, Marston & Keyford – The Community Association for South East Frome (The MCA)**

## **Positions available as at 6 April 2015**

- 1. Community Development: One Year Commissioned Service Contract from June 2015**
- 2. Administrator/Manager at the Key Centre (part time)**
- 3. Play Worker: Play Rangers on the Mount (8 hours per month)**

To apply for any of these positions, please write a covering letter to Sue Everett, [mcachair@gmail.com](mailto:mcachair@gmail.com), describing briefly your interest and background, and provide supporting information, including a relevant CV that describes your qualifications and experience. We will only accept emailed applications. If you would like to discuss any of these positions please call the Key Centre and we will return your call a.s.a.p. Applications should be received by 5 May 2015.

Note that DBS clearance will be required for anyone working on behalf of the Association in employed positions.

### **1. Community Development: One Year Service Contract from June 2015**

The MCA is a new Community Association. The work will include:

- Developing the membership of the Association.
- Publicity and promotion, organisation of outreach events across our area of benefit.
- Developing and promoting the Key Centre as a focus for healthy living activity.
- Engaging volunteers and the local community in the creation of healthy environments and in supporting healthy living activities.
- Increasing capacity to deliver services in the community through volunteer engagement, support and training.
- Developing the capacity of the organisation in terms of a sustainable business model and strong governance.
- Collating evidence to demonstrate service needs and that can also be used to support future funding bids and service development.
- Assistance with preparation of funding bids that will build build sustainable and extended activities.

You will need to be self-employed with a track record in business management and community engagement/development. The service contract is flexible, deliverable by a suitably skilled individual who may employ others to assist delivery. You will work in association with MCA staff and nominated Trustees. The budget for staff and subcontractors

is £10,400 with additional funds available for resources. Payment will be judged on achieving results against outcomes that will be detailed in the contract.

This role is for someone who is fully committed and enthusiastic about enabling communities to become more connected, resilient and healthy.

## **2. Communities Administrator/Manager**

10 hours per week (afternoons), based at the Key Centre, BA11 5AJ. Must be available during 80% of school holidays. A varied job, including administration for the Association, oversight of small projects (including monitoring and preparing funder reports), some basic book keeping, assisting with development of MCA policies and procedures, publicity, projects oversight, volunteer support and organising volunteer training and meeting/greeting Community Centre Users. You must be enthusiastic, well organised, numerate, a good communicator and able to use standard computing packages such as spreadsheets, databases and wordprocessing. This job is situated in a childrens' centre and the successful applicant will need to adhere to strict rules of confidentiality. You will work closely with partner organisations, such as the County Council Childrens' Service, other members of staff and Trustees. Previous experience in the business and voluntary sectors will be advantageous.

Salary: Up to £17,550 pro-rata (£9 per hour).

Length of contract: 6 months, potential for renewal. Application deadline: 1 May 2015

## **3. Play Worker: Play Rangers on the Mount (BA11 5AJ)**

8 hours per month, to organise, deliver and administer fortnightly outdoor-based Play Ranger Sessions for children, each 1.5 hours 3.30-5pm Fridays, supported by a volunteer. You will need to have attended a relevant child safeguarding course, will be DBS cleared, capable of self-organisation and supervising children and volunteers. Resources will be provided. There is a possibility that further sessions may be developed within the area of benefit.

This is a commissioned service, but you will be covered by our insurance. Fee payable: minimum £80 per month plus additional allowance for organising/attending volunteer support meetings.

Application deadline: 1 May 2015.

