



FNN Administrator job pack March 2023

Background

The Frome Neighbourhood Network (FNN) is a community organisation that exists to help build connected, caring, and resilient communities in Frome at the street and neighbourhood level.

Through the Network, street groups share ideas, inspiration and resources that can help to grow a sense of community in neighbourhoods. This is done through a regular newsletter with contributions from 'Networkers' in street groups across the town. Workshops are also offered such as: how to establish a street group, how to organise a street party and how to address neighbourhood disputes.

The FNN is supported by Frome Town Council and Sustainable Frome. Through its relationship with the latter, the FNN is now able to apply for more funding, using Sustainable Frome's status as a CIC. The FNN is also working with Sustainable Frome to plan, launch and run Transition Streets, a street-level project whose emphasis will be community connection, sharing, reducing carbon footprints, and helping with the cost of living.

The FNN is looking for an efficient, self-motivated and community-minded person to provide practical administrative support for this local community group and coordinate the launch and running of Transition Streets. The post is for four hours per week for six months, April 2023 to September 2023. It is possible that we will wish to extend the role beyond this six-month period, dependent upon funding. We can offer an hourly rate of £15 per hour, payable at the end of each month on a self-employed basis. The FNN Administrator will report to the Neighbourhood Network steering group.

www.frometowncouncil.gov.uk/the-neighbourhood-network
<https://www.transitionstreets.org.uk/>

Job description

The main tasks of the FNN Administrator are to:

- Manage membership database (GDPR)
- Update membership and neighbourhood location map
- Manage FNN email account
- Send out steering group meeting reminders, attend fortnightly meetings and take and share notes

- Liaise with Sustainable Frome especially around budget
- Support with/work on grant applications as necessary
- Set up and maintain a separate webpage for FNN
- Compile and post a bi-monthly Newsletter using Mailchimp or similar
- Book venues and create booking links for FNN events
- Create event risk assessments if required
- Promote events through: Facebook/FTC/Frome Times etc
- Create and manage FNN images and artwork
- Manage social media, in particular the FNN Facebook account

Project: Transition Streets

- Work with the steering group to manage a team of Street Pioneers
- Respond to queries and update resources as needed

Person specification

We are looking for someone who is:

- A confident and effective communicator with a personal commitment to community, who can relate in a skillful way to the wide range of people who will be involved with the Neighbourhood Network
- An efficient, flexible and resourceful administrator who can plan and manage their own workload and is not afraid of taking responsibility. Previous experience of event coordination and fundraising will be an advantage
- A harmonious and supportive team worker who has experience of working with volunteers and/or in the not-for-profit sector
- Someone who is proactive and imaginative, has the confidence to make best use of IT and to develop the Network's online presence, and can work to a high standard within a limited budget
- A local resident who already has a good working knowledge of the town and its residents

How to apply

The deadline for applications is midnight on Sunday 12th March 2023

Short-listed candidates will be invited for interview during the week commencing Monday 20th March

Please send the following to: fromeneighbourhoodnetwork@gmail.com

- Your CV
- A maximum of two pages explaining why you want the job, how you meet the person specification, and what hours you can offer
- Contact details for two referees (please let us know if they can be contacted before interview)

If you have any queries, please contact fromeneighbourhoodnetwork@gmail.com

And if you aren't interested in applying yourself, please help us spread the word and find the best possible candidate. Thank you!