



## **Disability Equality (nw) Ltd**

### **Job Description – Community Hub**

<b>Job Title:</b>	Community Hub Development Worker
<b>Salary:</b>	Denw Salary Grade 4 – £22,685 per annum, pro rata for 28 hours, rising to £25,205 per annum, pro rata, after successful completion of a 6- month probationary period.
<b>Hours:</b>	28 hours per week, to be worked predominantly Monday, Tuesday, Thursday and Friday 09:10am – 4:30pm (includes a 20-minute unpaid break per day). May also involve some evening and weekend work.
<b>Based at:</b>	Disability Equality (DENW) main office, Bannister House, 23 Sedgwick Street, Preston PR1 1TP but may need to travel across Lancashire.
<b>Responsible to:</b>	DENW Chief Executive and Board of Trustees.
<b>Reporting to:</b>	Denw Chief Executive and The National Lottery Community Fund
<b>Duration of contract:</b>	Contract end date: 10th September 2028
<b>Funder:</b>	This post is funded through the National Lottery Community Fund and DENW's designated funds.

#### **Main purpose of the job:**

To work with the Chief Executive and Trustees to ensure the Hub is sustainable within 3 years of opening.

To research and advise the CEO and Trustees on the development of a trading arm for Disability Equality, and to then support the setting up of the trading arm.

To develop and maintain a number of income generating options for the hub.

To develop appropriate resources, policies, guidance and training to ensure the Hub is an accessible, affordable, safe and pleasant space for all users.

## **Key areas of responsibility**

**Day to day support;** To work closely with the Hub Activities worker, and other staff where appropriate to ensure the Hub is open Monday – Friday 9:30am – 3:30pm providing staff cover where needed to ensure support is available for hub users.

**Hub Sustainability:** Working with the trustees and CEO to develop a number of options, to bring in regular income with the overall aim of ensuring the hub is sustainable within 3 years, making regular recommendations of possible sources of income.

To set up relevant and appropriate retail opportunities (one off and ongoing) within the hub to raise funds.

To build links with the public and private sector, local organisations, groups and individuals who may want to hire the Hub.

Build a database of regular hub room hirers, gather their feedback and make any recommendations for changes.

Review the Room Hire and Contributions Policy and make recommendations to the CEO on any changes.

To produce a bi monthly newsletter containing useful information for individuals, programme of events, items for sale, fundraising and volunteer opportunities and room hire information for centre hirers.

Gather information from other staff, trustees and Denw members for contributions to DENW bulletins, website and social media sites.

**Individuals:** To increase the number of volunteering opportunities available and to build the confidence of disabled people to volunteer in Hub activities.

To recruit disabled people as volunteers to support trading and fundraising activities.

To ensure all the ground floor of the Hub is accessible for all and facilities are publicised widely in a variety of formats.

To keep appropriate records and assist with ongoing consultation and gathering feedback to contribute to measuring impact, project monitoring and ensuring services are user led.

## **Generic responsibilities:**

- To ensure all activities are fully accessible.
- To contribute to service developments and offer your support to colleagues and volunteers.

- To manage personal resources and own professional development
- To maintain monitoring and evaluation systems and record keeping.
- To work within DENW aims and policies and to adhere to DENW culture that promote the social model of disability and valuing equality and diversity.
- To comply with individual responsibilities in relation to health and safety in the workplace in accordance with DENW Health and Safety Policy
- To share responsibility for DENW Centre security including opening/closing of centre with other paid staff.
- To maintain information in accordance with the General Data Protection Regulation (GDPR) 2018.
- To attend regular staff meetings, training and supervision meetings with line manager.
- To undertake any other reasonable duties as may be required.

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may vary from time to time, they will not however change the general character of the job or the level of responsibility entailed.

This job description is current at the date shown but, in consultation with the post holder, it is liable to variation by the charity to reflect change in or to the job outlined above.