



# Events and Communications Coordinator

**(28hrs per week)**

£28,000 - £30,000 per annum (pro rata salary £22,400 - £24,000)

Holiday Entitlement 28 days (pro rata 22 days)

Fixed Term Contract - 12 months

*Deadline for applications Sunday 1<sup>st</sup> October 2023*

**Do you enjoy working with people in a community-based setting? Do you have the skills, patience and adaptability to deliver people focused community engagement? WMBL is looking for someone to run its calendar of community events, its Community Living Room, and to provide communication work for the core WMBL programme. We are looking for someone with a can-do attitude that can hit the ground running and assist WM Big Local in delivering its community plan over the next 12 months.**

## About Us

**William Morris Big Local (WMBL)** is a community-led organisation with National Lottery funding that aims to make the William Morris area of Walthamstow an even better place to live, work and play.

We are entering the last phase of an ambitious community plan that has focused on three core priorities: *Strengthening the Community*, enhancing *Outdoor Spaces* and supporting the *Local Economy* (<https://wmbiglocal.org/big-local-plan>)

WMBL delivers community projects in numerous ways: in house, through partners and by making funds available to the community. Initiatives include the creation of Walthamstow Tool Library, the running of youth clubs, holiday programmes, multicultural events and delivering activities that reduce social isolation.

We are recruiting a member of staff to help with a busy final year of community activity. Our new staff member will work alongside a committee of volunteers (the 'Partnership'), our Project Lead, and partner organisations.

## Crest Waltham Forest

Crest provides financial administration and HR functions for WMBL under the role of a 'Locally Trusted Organisation' (<https://localtrust.org.uk/big-local/programme-guidance/locally-trusted-organisations/>). They are a Waltham Forest based charity specialising in mental health and older people services and manage Harmony Hall, a multipurpose community centre in Walthamstow.

The successful candidate will be employed by Crest WF on behalf of WMBL.

## Job Description

The role will combine the delivery of a Community Living Room alongside community engagement, running events and spreading word of WMBL through print and digital media. This is predominantly a community facing role with some desk-based work and will support grassroots activity, volunteering and the smooth operation of WMBL.

**Locations:** Priory Court Community Centre, E17 5NB  
and Big Creative Academy, E17 6HL

**Hours:** The role is for 28 hours, based over 4 or 5 days a week with occasional evenings and weekends. The role is community based and therefore not compatible with working from home.

## Main Tasks and Responsibilities

### Delivering the WMBL Community Living Room

- Coordination of activities for the Community Living Room including liaising and booking third party activity providers.
- Set up and pack down of the Community Living Room for its opening hours of 12.00 – 5.00pm on Mondays and Thursdays.
- Front of house service including the meeting and greeting of visitors and supporting members of the public to engage with the space and the activities.
- Making people feel welcome, comfortable and included in the space.
- Providing information and assistance with accessing other opportunities that are on offer with WM Big Local and in the wider community
- Record keeping for the Community Living Room, including register, donations, suggestions and user feedback.
- Ensuring the space is safe and inclusive for all by maintaining Health and Safety requirements and Safeguarding procedures.
- Supporting the recruitment of volunteers and making volunteer experiences at the Living Room valuable.

### Coordination of WMBL Events

- Coordinate and deliver WMBL events across the year including:
  - AGM
  - Christmas event
  - WM Tea Party
  - St Georges Day
  - Summer WMBL celebration
- Coordinate and deliver WMBL presence at relevant third-party events in the William Morris area.

### **Volunteer Engagement**

- Support the recruitment of local people to volunteer with WMBL and its associated projects, helping them to grow their capabilities and connect with other people.
- Maintain volunteer records ensuring compliance with GDPR in all communications and associated record keeping.

### **Communication**

#### External Communication:

- Review and then deliver WMBL's communication plan through the following communication channels:
- WMBL's website (Wordpress based)
- Social Media platforms of Facebook, Instagram and Twitter
- A quarterly newsletter delivered to 6,000 households
- Creation of a Youtube channel and the coordination of video content for it
- Monthly E-newsletter
- Develop a programme of events and communications that showcase WMBL's impact.

#### Internal Communication:

- Book meetings, away days and socials for the Big Local Partnership.
- Take minutes and circulate meeting documents for monthly Big Local Partnership meetings.

## **Person Specification**

[When completing your application, you must demonstrate, fully but concisely, how you meet the criteria listed below:]

### **Essential**

- Has worked in a charity or community-based setting for a minimum of 2 years
- Thrives on interaction with people and is a people person
- Track record of maintaining websites and social media platforms, including content and campaign development
- Experienced event coordinator
- Excellent written, verbal and presentational skills
- Excellent IT skills, including Microsoft Office (Word, Excel, Outlook, and PowerPoint), Google Apps, social media and associated monitoring tools, and a website publishing programme (e.g. WordPress)
- Experienced and organised with administration systems (paper and electronic)
- Ability to self-organise, manage a varied workload and work to deadlines
- Available and willing to work evenings and occasional weekends as required.

## **Desirable**

- Experience of developing and maintaining community partnerships
- Working with and supporting volunteers
- Knowledge of GDPR

## **Personal Qualities**

- Seeks excellence in the work they do
  - A good listener and able to communicate with people of all abilities and backgrounds
  - Emotional intelligence and empathy
  - Cultural and inter-personal awareness and sensitivity
  - A 'glass half full' approach to work and life
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## **How to Apply**

To apply, please send an up-to-date CV (no more than 2 sides of A4) and a covering letter explaining how you meet the Personal Specification, citing relevant examples from your experience where appropriate. Please keep your covering letter to a maximum of 1000 words.

Applications need to be received no later than **Sunday 1<sup>st</sup> October at 11.59pm** and emailed to: [jobs@wmbiglocal.org](mailto:jobs@wmbiglocal.org)

You can also post or hand in your application to:

***William Morris Big Local, c/o Big Creative Academy,  
38 Clifton Avenue, Walthamstow, E17 6HL***

For more information or questions about the role please email [jobs@wmbiglocal.org](mailto:jobs@wmbiglocal.org) or contact 07947 766251 to speak to our Project Lead

## **Interviews**

If your application is shortlisted you will be invited for a videocall interview of around 30 minutes with two panel members.

Following videocall interviews there will be a shortlisting for final interviews to be held at the Big Local Offices.