

# Job Description

<b>Job title:</b>	Active Community Coordinator
<b>Responsible to:</b>	Community Lead
<b>Department:</b>	Community Team
<b>Location:</b>	Various including Brendon Lawrence Sports Centre
<b>Job parameters:</b>	37 hours per week (will include evening and weekend work) – fixed term for 15 months

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## Main purpose of job:

To promote and manage a sustainable and active programme at the Brendon Lawrence Sports Centre. This will include increasing use of the facility, for both regular and one-off events and utilising existing insight and research to shape an appropriate programme of physical activity for local communities.

## Principal accountabilities:

- Build and maintain positive relationships with community organisations, including those who work with people living with a disability and/or are from culturally diverse communities.
- Develop and establish an accessible, varied and welcoming programme of physical activities that will appeal to local and city-wide communities.
- Capture what you are seeing and hearing through written updates to show where change is happening and share stories about people and the communities.
- Ensure all programmes, partners and providers deliver high quality safe activities.
- Develop a programme of volunteering opportunities that support the delivery of community activity provided in the facility.
- Work with our cleaning and maintenance team to provide a clean and welcoming facility for all users and visitors.
- Provide regular reports including financial statements to the Community Lead and Board of Trustees.
- Ensure the accurate and timely collection of monitoring to evidence usage and progression and to inform funders.
- Explore new funding sources and investment that is available to increase usage in The Renewal Trust facilities and partner organisations.

## Other responsibilities:

Act as an ambassador for The Renewal Trust at all times, actively promoting its values, aims and services within the local community, especially with regards to equal opportunities and safeguarding adults, young people and children.

Adhere to all company policies, as relevant to the role, and attend meetings and training as directed by your line manager in order to keep your knowledge and skills current to your role.

An appropriate duty of care will be actively demonstrated by the job holder with regards to the security of cash, keys and company assets (property and equipment).

*It is agreed that the above is a brief and concise description of the above job role.*

<b>Job holder</b>	
Name:	
Signature:	
Date:	

<b>Line Manager</b>	
Name:	
Signature:	
Date:	