

## **JOB VACANCY: DORRINGTON VILLAGE HALL ACTIVITY CHAMPION**

### **Role**

The role is to act as the leader of a project to develop and improve levels of physical activity at Dorrington Village Hall between 1 April 2017 to 31 March 2018.

### **Profile**

The successful candidate will be the 'face of the project', responsible for linking the plans to the wider community. We are looking to employ a person with strong communication, interpersonal, negotiating and IT skills. We hope to find an enthusiastic and dynamic individual who can grow and develop physical activities at the village hall and someone who can work independently with the support of the Management Committee.

### **Tasks**

The target is to improve physical activity and wellbeing in the community by increasing the number of physical activity classes held at Dorrington Village Hall by 10% over the project year. The project will target inactive residents as well as the wider community of up to 8,000 people who live between Shrewsbury and Church Stretton. The Activity Champion will have 12 months to identify the groups, encourage their support and initiate programmes of activity.

**Administration:** To lead and administer the project:

- ☑ being the point of contact for all enquiries and diary management
- ☑ filing monthly performance and status reports back to the Steering Committee
- ☑ maintaining all paperwork associated with the project
- ☑ building and maintaining relationships with residents, hall users and service providers

**Liaising with Hall users:** The Champion will need to liaise with users of the Hall and may have to undertake some evening and weekend work as required.

**Marketing and Promotion:** The administrator will market and promote Village Hall and Parish activities through local advertising and social media, to expand the current list of users and develop the project to sustainable levels.

### **Open Evening**

All applicants will be invited to an open evening for an informal talk/interview with committee members and to familiarize themselves with the job.

### **Payment**

We envisage the role taking approximately 10 hours per week. The remuneration on a self-employed basis would be in the region of £3600 for a 45 week period. The Village Hall has received funding for this initial period; continuation of the role is subject to income generation and further funding.

**Please apply in writing to:** Edward Marvin, 5 Oakvale Court, Dorrington, Shropshire SY5 7JW.