

Job Description

Role title: Bridge2Rocks TimeBank Coordinator

Reports to: Bridge2Rocks TimeBank Advisory Group and Sumner Bays Union Trust

Hours: This is a flexible, part-time position of 15 hours per week. Work hours may include occasional evenings and weekends.

Responsibilities:

1. To sign up new members

The Coordinator will introduce new members to TimeBanking through an orientation process, where any questions about TimeBanking would be answered and details of skills and requests would be clarified. The Coordinator needs to be able to help with suggestions and questions to help people identify what they may offer and may like to receive. The Coordinator/s will also carry out police checks if deemed necessary, contact referees and may help arrange the first couple of trades as and when required.

2. Facilitate interaction between members

- Produce a fortnightly electronic newsletter in MailChimp introducing new members, promoting offers/requests and other local community development initiatives that weave and build community.
- Post new offers and requests on Facebook weekly
- Support and facilitate TimeBank requests to be met
- Identify opportunities and organise events that bring people of common purpose and/or shared interest together, to meet each other and get talking (especially if this addresses a TimeBank request or need of a TimeBank member or group)
- Maintain 'Community Weaver' the TimeBank trading website

3. To promote the TimeBank

- Increase the visibility and presence of the TimeBank amongst the local communities
- Attend and promote the timebank at local gathering places and community events
- Grow the database and local following of our Timebank on MailChimp and Facebook
- Develop marketing material as required
- Identify 'Press Release' opportunities to the Advisory Group

4. To be a central contact for TimeBank members

In addition to hosting regular drop-in sessions, the Coordinator will be a point of contact to help with facilitating trades, addressing any concerns as well as unusual or urgent requests. The Coordinator will establish clear boundaries for when they are willing to be contacted.

5. To provide computer support to members

To arrange and record trades when members have no access to software, and to help members learn how to use the software.

6. Implement strategic action plans as developed by the Advisory Group

The Coordinator and the Advisory Group will work together to develop and implement strategic objectives and actions.

7. Reporting

To provide monthly reporting to the Bridge2rocks TimeBank Advisory Group, and the Chair of the Sumner Bays Union Trust, with qualitative and quantitative information on how the TimeBank is operating against Key Performance Indicators, strategic priorities and projects.

8. Monitoring and evaluation

- To monitor the success of the TimeBank by performing evaluations and gathering feedback from members.
- Taking annual surveys of members, and gathering qualitative feedback, in the form of stories and anecdotes to establish a rich source of data on how TimeBank is enhancing our community