

BRIDGE2ROCKS TimeBank

Coordinator Job description

Bridge2Rocks Timebank is looking for a coordinator to help grow an innovative community initiative in an empowering environment with support from a committed steering team.

Role title: Bridge2Rocks Timebank Co-ordinator

Reports to: Bridge2Rocks Timebank Steering Group and Sumner Bays Union Trust (employer)

Hours: This is a flexible, part-time position for 10 hours per week. This could be a shared job. Work hours may include occasional evenings and weekends.

Responsibilities:

To promote the Timebank

The Timebank Co-ordinator/s will be responsible for promoting the Bridge2Rocks Timebank among the relevant communities involved to grow membership. This includes developing branding, producing flyers/posters, maintaining the website and providing relevant information to local media outlets. Develop strategic direction and vision for the Timebank.

To sign up new members

The Timebank Co-ordinator/s 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 Co-ordinator needs to be able to help with suggestions and good questions to help people identify what they may offer and may like to receive. The Co-ordinator/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.

To be a central contact for Timebank members

In addition to hosting regular drop-in sessions, the Timebank Co-ordinator will be a point of contact to help with unusual or urgent requests. Timebank Co-ordinator will establish clear boundaries for when they are willing to be contacted.

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 software.

Facilitate interaction between members.

To organise social events, social media pages and other opportunities for members to get to know each other and get talking. The Coordinator/s will be responsible for creating a regular electronic update (broadcast) to introduce new members and promote recent offers and requests.

Volunteers

Bridge2Rocks Timebank works with a number of volunteers. The Coordinator will be able to work with and help coordinate Timebank volunteers.

Monitoring and evaluation

To monitor the success of the Timebank by performing evaluations and gathering feedback from members. Taking six-monthly/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

Sourcing and maintaining funding

To support the steering group and SBUT to source funding. To establish and strengthen relationships with funders. To engage in seeking funding alternatives to create a more sustainable work model.

Qualities and Competencies

Great communicator – written and spoken

Passionate about building community using an appreciative enquiry approach

Ability to relate to people of all ages, backgrounds and ethnicities

Sensitive and compassionate

Able to maintain confidentiality and a high level of integrity

Good organisation skills

Good computer skills

Meticulous record keeper

Flexible and creative

Excellent networking skills

Good at seeing links and building connections

Able to set and maintain good boundaries

Ability to work independently and as part of a team