



Role Description: Learning Event Coordinator

About the Learning Exchange:

A learning exchange is a community-led form of education and skills swapping. It allows people with skills or knowledge of a certain topic to teach their skills to other people.

It works on the principle of reciprocity and the belief that everyone has a skill worth sharing, and provides a structure for people to plan and deliver learning events. Teaching is voluntary, or can be exchanged for time bank hours.

It uses time banking, which uses time instead of money as currency. The learning exchange creates opportunities for people to learn skills and knowledge which they might not otherwise be able to access. It builds community by valuing everybody's talents, skills and interests.

The role:

The role's purpose is to empower people to share their skills and build connections in the community through events.

Duties:

- Responding to enquiries from people who offer to share their skills;
- Organising community learning events (circa. 1 per week), which involves:
 - venue booking, in liaison with tutors;
 - putting the event online and setting up ticketing;
 - basic marketing through Facebook and flyers;
 - ensuring tutors complete expenses forms;
 - encouraging learners to complete evaluation forms.
- Giving feedback to the strategic steering group by:
 - attending twice yearly meetings to discuss what's working
 - completing a basic form after each learning event, outlining how many people attended and any specific feedback or comments
- Promoting the learning exchange online and at local community venues.
- Supporting other local community groups to join the Learning Exchange.

Ideal candidate:

The ideal candidate for this role loves their local community and is passionate about building connections. Own computer, or access to one, would be helpful as well as good IT literacy.