



Community Officer (Part-time 15 hours)

Purpose: The Community Officer will be responsible for the development of Movement Park within the local community as well as supporting the Operations Manager in the day-to-day operations of the charity. This will be in respect of community projects, finance, human resources and IT, ensuring that systems are effective and help to drive the charity's vision.

This Person is Responsible to: CEO

Main Functions and Duties:

- To work with Movement Park community staff and volunteers to ensure that the charity is dynamic, responsive and efficient in its day-to-day operations within the local community.
- To provide necessary managerial, IT, administrative and facilities support for the charity.
- To work with the Operations Manager on the production of the charity's monthly newsletters, as well as other communications via post, the website, blogs, social networking sites and other digital media
- To manage aspects of the day-to-day running of community projects, including setting up procedures/processes and subsequent compliance.
- Supporting programme management, including the management of a CRM system for user bookings.
- To represent the charity in a professional manner at all times when engaging new and existing partners.
- To staff events when necessary, in conjunction with the Events Coordinator.

Education and Experience	Essential	Desirable	Evidenced via
Valid and up to date PVG certificate	X		Application
Demonstrable experience of project management and working with external clients/partners	X		Application and Interview
Experience of working in a small organised team	X		Interview
Experience of working with volunteers	X		Interview
Experience of financial management and/or accountancy		X	Application and Interview
Evidence of commitment to continuing professional development		X	Application and Interview

Knowledge, Skills and Abilities	Essential	Desirable	Evidenced via
A high level of computer literacy, to include a demonstrable understanding of, Microsoft Office and other software packages.	X		Application and Interview
Excellent oral and written communication skills	X		Application and Interview
Good interpersonal and communication skills	X		Interview
Good organisational skills; The ability to prioritise a demanding and diverse workload with effective time management	X		Interview
The ability to work under pressure and to deadlines.	X		Interview
A willingness to undertake additional duties aligned to the role and/or across the organisation	X		Interview
The ability to work using initiative and create opportunities within the role		X	Interview
Enthusiastic and positive attitude towards making changes where necessary to improve efficiency and performance		X	Interview
Flexible approach to working methods and service delivery, and a willingness to learn new skills.		X	Interview



This is an exciting opportunity to be part of a significant phase within Movement Parks growth and development.

Employment Overview

Team	Movement Park	Reports to	CEO
Employment Terms	Initial 1 year contract (extension subject to performance)	Salary Band	£19,000 – 27,300 Pro rata
Hours of Work	15 hours per week (including evening, weekends and bank holidays)	Holiday Entitlement	28 days pro rata
Location	Movement Park (SCIO), Clydeaway House, 813 South St, G14 0BX		

Movement Park (SCIO)

Movement Park is a Glasgow-based charity that uses movement-based activities and creative play to enhance the wellbeing of the local community. Based in a converted warehouse in Whiteinch, Movement Park is an innovative multi-activity facility, delivering a wide range of movement competency-based activities that will provide a strong solid base for life-long participation in physical activity and develop social skills. Our long-term people attitude will look at every age and stage and seek to provide appropriate time on task for activities across a range of different sessions. We believe that 'physical literacy' is as important to understand as any of the other competencies taught such as literacy, numeracy, critical thinking, art and music.

Equal Opportunities

The charity (SCIO) is fully committed to the principles of equality and equal opportunities and is responsible for ensuring that no member, employee, or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

Application notes

To apply to be a part of Movement Park's future, please send a covering letter and a copy of your CV to Stephen.somerville@movementpark.org.uk before the closing date: **12:00 noon on Friday, 1st March 2022**

For further information regarding the post or to arrange a chat with Stephen J Somerville, please call 07368 665 770