

WE ARE EASTSIDE COMMUNITY TRUST



WORK WITH US...

We are a community organisation working in Easton and Lawrence Hill. We run Easton Community Centre and Felix Road Adventure Playground. We deliver community projects and communications, like Up Our Street magazine.

We care about our people and our place and invite you to join us if you do to! Read more at eastsidecommunitytrust.org.uk



“Eastside Community Trust is a great place to work. We have a friendly team that cares about the best outcomes for our community. Our neighbourhood is diverse and we want our organisation to reflect that diversity across our staff team and board. Our organisation is based on our core values of inclusion and equality and we believe our day to day practice reflects this. So why not apply to join us and be part of building something special in our community.” Manu Maunganidze, Chair of Trustee Board

THE ROLE

Membership and Volunteer Coordinator

Salary: Scale £27,049.68-30,001.64 pro rata (scale 26 to 29)

Hours: 30 hours per week (flexible work pattern)

Contract: 12 months (renewal subject to funding)

Benefits: 25 days annual leave pro rata + 8 bank holidays, 7% pension contribution and Company Sick Pay

- To support the development of the membership of Eastside Community Trust including increased member numbers and ensuring we have a diverse and representative membership
- To coordinate an annual programme of member events, opportunities for members to participate in the organisation and communication with members.
- To enable volunteers to play a full role in the organisation and to coordinate projects involving volunteers to support the organisations outcomes



“Working at Up Our Street exposed me to how communities best work together and with local government, education and other interest groups. It really gave me a grasp on this side of Bristol and I met people in many different walks of life that have become great contacts since I've moved to other jobs. As a workplace, we always had space to raise concerns for what might make the office experience or the projects we were working on better. Even though I don't work there anymore, I still go to their events and use the services they offer, and I read the magazine cover to cover!”

Zakiya McKenzie

THE PERSON

We are looking for:

- Someone with minimum of two years' experience in volunteer coordination
- Demonstrable experience of motivating and managing volunteers and members
- Someone with a 'can do' attitude and commitment to 'get things done' Clear understanding of the policies, processes and best practice of engaging and retaining volunteers
- Someone with lived experience of diversity – having lived or worked in a diverse community



“I love working at Eastside Community Trust. I've been working as a Community Engagement Worker since July 2020. It's a great working environment with a connected and supportive team. I've been able to work on a lot of interesting projects and it's helped me build confidence and grow as an engagement worker. Easton Community Centre and Felix Road Adventure Playground are such vibrant hubs in our community and there is never a boring day at work.” Abiir Shirdoon, Engagement worker

HOW TO APPLY

- Deadline is 12pm midday on Friday 22 April
- Contact becky@upourstreet.org.uk, call 0117 954 1409 or pop in to Easton Community Centre
- Ask for an application pack
- This will contain the full job description and a simple application form
- We will invite shortlisted candidates to an interview on Friday 29 April
- We will reply to all candidates