

Gateway Community Care Hub Withernsea

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The Gateway Community Care Hub in Withernsea is run by Kingstrust Network CIO and Gateway Church Withernsea working together in partnership. The hub's mission is to help those in poverty, to enhance social wellbeing and inclusion in the Withernsea area. The hub has performed a major role in serving the residents of Withernsea and the South Holderness during the Coronavirus lockdown.



Temporary Community Hub Manager

Kingstrust invites applications for a temporary position as manager of its Withernsea hub. This position will be available for six months from September 2020 to February 2021 as the regular manager is unavailable. This is a part-time paid position of 16 hours per week at the national living wage £8.72 /hour.

The Position involves running the Hub on a daily basis; dealing with enquiries both face to face, on the phone and through social media (Facebook). The manager will need to successfully manage a team of volunteers and in addition perform the duties of a volunteer as required. Those duties include: sorting through and distributing donated goods to the community, valuing donated items, assessing those in genuine need of help (whether they need to be given donated items, should make a financial contribution or be encouraged to make a financial donation), the collection of prescriptions and signposting individuals to other agencies/services as applicable.

Larger deliveries are made using the hub's van and the position involves making deliveries and driving the van. The manager and volunteer staff mostly use social media (Facebook) to advertise and source donated goods.

The manager and volunteer staff also make up food parcels and educational packs for families in genuine need from time to time.

The successful applicant will above all have a heart for helping the local community. They will be calm and self-motivated with a desire to serve. They will have relevant experience in at least some of the following areas:

- (i) Working in the charity sector / third sector,
- (ii) Managing a local community based project,
- (iii) Managing and inspiring volunteers,
- (iv) Using Facebook and WhatsApp,

- (v) Sorting and valuing donated goods or working in a charity shop,
- (vi) Collecting and delivering large and small items,
- (vii) Handling the general public,
- (viii) Serving and helping others,
- (ix) The ability to quickly distinguish those in genuine need.

You will need a full UK driving license and some experience of driving a van would be useful.

To apply for this position:

In the first instance send your CV and your contact details (phone number and address) by email. Highlight relevant areas of expertise in your CV or in a paragraph or two in your email. Send your email with CV attached in DOC, DOCX or preferably PDF format to: adele@kingstrust.org

When applying please indicate if you have a current (less than three years) DBS check as the successful applicant will be DBS checked.

Applications will be only considered if received by email before midnight Sunday 23rd August 2020.

Draft of 6 August 2020.