



## **JOB DESCRIPTION**

### **Village & Community Halls Adviser**

**RESPONSIBLE TO:** Chief Executive

**SALARY SCALE:** NJC Scale 17- £24-£25K pro rata (22 hours per week)

**MAIN PURPOSE OF POST:** To help ensure good governance of community-owned buildings (particularly, but not exclusively, village and community halls) across Kent and Medway so that these facilities can best provide services that meet local need.

#### **Main Responsibilities:**

- Provide information and guidance to persons with responsibility for the management and operation of community-owned buildings
- Maintain an up to date knowledge of relevant sources of legal and legislative information and expertise to aid the safe and legal operation of community-owned buildings
- Design and deliver a training programme pertinent to the management of community-owned buildings
- Facilitate networking and peer mentoring between trustees of community-owned venues across Kent & Medway, including particularly the annual Kent Community Halls Convention
- Network with officers undertaking similar roles in outside organisations
- Provide technical expertise to help enable delivery of funding programmes designed to support community-owned venues. Work with the Kent Community Halls Advisory Group to increase membership of village and community halls and to help shape the strategic work of Action with Communities in Rural Kent (ACRK)
- Make full use of electronic media in order to increase the reach and effectiveness of ACRK support to Village and Community Halls
- Work with ACRE to revive a cost-effective "Hallmark" quality assurance scheme for village and community halls

#### **General Duties:**

- Provision of proactive support services (e.g. annual convention, training events, regular review and update of village halls' web-pages, distribution of ACRE information, leading operation of online peer mentoring/networking platforms such as the News Exchange and/or Basecamp)- Provision of reactive support to help address "day-to-day" challenges faced by committees and boards managing community-owned buildings.
- Provision of technical support members applying to village halls-specific funding programmes (e.g. Kent County Council Village & Community Halls Fund, Defra Village Halls Improvement Grant)
- Undertake annual review of split between services offered to member organisations of ACRK and non-members (reporting this to the KHAG? and, ultimately, Trustees of ACRK)
- Ensuring the village halls section of the ACRK website is current and selecting suitable news items for the site's front page.
- Provision of reports or related information, as required by funders or ACRK colleagues.
- Leading ACRK's work for, and during, Village Halls Week each year
- Participation in ACRE Network activity supporting Village Halls Advisers - including Halls Advisers Basecamp, Annual National Conference, ACRE-led work on attracting new national-level funding to support village halls and research to support national policy- Commission and write articles for 'Oast to Coast' magazine.
- Any other duties as directed by the Chief Executive.