
SAWSTON PARISH COUNCIL

Link Road, Sawston, Cambridge CB22 3GB

Telephone: 01223 832470

e-mail: info@sawston.org.uk



Job Description

JOB TITLE	Timebank Coordinator (Sawston)
RESPONSIBLE TO	Sawston Parish Council
SALARY	SCP 5 £9.77 per hour
HOURS OF WORK	15 hours per week – hours/days to be agreed Some flexibility with hours will required (including some evening and weekend work as necessary)
CONTRACT LENGTH	2 years with a review

All applicants are required to have a DBS check.

INTRODUCTION

Sawston Parish Council has just introduced a Timebank scheme to bring people together to help others and help themselves at the same time.

Sawston is a large village in the South Cambridgeshire District. The Parish Council provides leadership within the community and is overseeing the development of a Neighbourhood Plan, Village Design Statement and other community activities. There are many different working groups that support the different aspects of village life and the management of the community's assets.

JOB PURPOSE

The Sawston Timebank Coordinator is responsible for the continued development and delivery of a Timebank scheme across Sawston. The Coordinator will seek out and encourage involvement of the 'less engaged' thereby reducing loneliness and increasing self-worth and wellbeing. The Coordinator promotes Timebanking, the recruitment of new Timebankers and liaises with key partners to ensure the successful delivery of the Timebank. The Timebank Coordinator will be responsible for enrolling residents in the Timebank scheme.

LINE MANAGEMENT

The Timebank Coordinator will be responsible for organising their work load but will report to the Sawston Parish Council Clerk as their line manager on a regular basis. Final responsibility for the Timebank activities rests with Sawston Parish Council.

HOURS

The Timebank Coordinator will be a part time post of 15 hours per week, subject to the ongoing development of Timebanking in Sawston. The post may involve some evenings and weekends.

OFFICE

The Timebank Coordinator will be required to work from the Parish Councils office at Link Road Sawston. There will be occasional meetings and events elsewhere within South Cambridgeshire District Council.

ADMINISTRATION

The Timebank Coordinator is expected to be well organised with experience in administration and will need to use Timebank software to keep records up to date. You will be provided with a laptop and mobile phone.

TRAINING

Appropriate training to facilitate development in the post will be available as required.

USE OF CAR

The Timebank Co-ordinator must have a full clean driving licence and use of a car (Expenses will be paid for mileage).

SPECIFIC RESPONSIBILITIES

1. ADMINISTRATIVE

- 1.1. To undertake recruitment and induction of Timebankers and potential volunteer administrators.
- 1.2. To develop and promote the role of Timebankers and provide ongoing support to them.
- 1.3. To promote anti-discriminatory practice within Timebanks, ensuring that the diverse needs of Timebankers are addressed and, wherever possible, met.
- 1.4. To develop productive partnerships with funders, researching potential sources of grant funding and working on funding application bids as appropriate.
- 1.5. Ensure the success of the Sawston Timebank

2. Timebank

- 2.1. Support People to identify the skills, knowledge and experience that they can offer and those that they need.
- 2.2. Maintain regular, monthly contact with all Timebankers both individually and collectively.
- 2.3. To exercise day-to-day responsibility for the operation of the Timebanks until such time as they become autonomous.
- 2.4. To complete all monitoring and review information as specified Sawston Parish Council.
- 2.5. To contribute to the evaluation of the Timebanks, providing all information requested.
- 2.6. To provide opportunities for Timebankers to be involved in decision making and administration, positively working towards each Timebank being self-facilitating.
- 2.8 Using Time Online 2 brokerage software, maintain individual time credit accounts and distribute regular statements to all Timebank members.
- 2.9 Produce and maintain a simple Hand Book.
- 2.10 Develop a keen knowledge of the local area and its resources.
- 2.11 Establish and develop good connections with local groups and organisations, local authorities and businesses to engage with the Time Bank.
- 2.12 Work with partners to identify activities needed that have a local value, and gather diverse groups of Timebank members to take projects on.
- 2.13 Develop promotional material for Timebanking in Sawston

3. Work with Sawston Parish Council Members

- 3.1. To work within Sawston Parish Network structure ensuring that Members of Sawston Networks are aware of the Timebanks and the benefits of Timebanking.

- 3.2. To liaise with residents and partners to raise the profile of the Timebanks, preparing updates and attending Network meetings as appropriate.
- 3.3. To support Sawston Parish Council members in developing Timebank membership.

4. Governance

- 4.1. To provide an update to Sawston Parish Council and the Parish Clerk on Timebank development.
- 4.2. To contribute to consultation on policies, strategies and systems as appropriate and at the request of the Parish Council and Partners.
- 4.3. To promote a culture that puts the needs of Members and Timebankers at the centre of the work, ensuring that work across the Timebanks remains consistent with best practice.
- 4.4. To be actively engaged in your own learning and professional development.
- 4.5. Encourage involvement of Timebank members in group projects and in planning, including the Timebank Steering Group.
- 4.6. Organise group learning and training for Timebank members, using the skills available in the Timebank.

5. Finance

- 5.1. To monitor the expenditure of certain budget areas and contribute information for budget preparation.
- 5.2 To be responsible for the expenditure as agreed with the Parish Clerk.

6. Other duties

- 6.1. To undertake such other duties as the Parish Council may reasonably require.
- 6.2. Work in accordance with all relevant legislation.