



<b>Job Title:</b>	<b>Timebank Partnerships &amp; Outreach Worker</b>
<b>Base:</b>	Whitehill & Bordon, East Hampshire with a willingness and flexibility to work in a number of locations in the town
<b>Salary:</b>	Band C
<b>Hours:</b>	Part-time 15 hours per week.
<b>Reports to:</b>	Woolmer Forest Timebank Manager
<b>Contract Context</b>	One year

#### Communities First Wessex

The charity Communities First Wessex – known as Community First - was established in May 2015 following a merger between Community First in Havant & East Hampshire, Winchester Area Community Action. In early 2018 we merged with Fareham Community Action and we now manage services across the Fareham Borough District. In the spring of 2020 we merged with Community First New Forest. We offer information, support and advice to community and voluntary groups and provide a range of services which benefit communities and support vulnerable people. These include recruiting and placing volunteers, community transport and Shopmobility, youth work, specialist counselling and advocacy, learning and training and support for older persons, managing community buildings and community development activities. We operate across the local authority areas of East Hampshire, Havant, Winchester, Fareham and the New Forest and also provide transport services in Basingstoke and Deane. Woolmer Forest Timebank is a National Lottery funded project managed by us.

#### More About Woolmer Forest Timebank

The Timebank is a friendly and supportive network where local residents can exchange skills, support and knowledge. Individuals and organisations can earn “time credits” by giving practical help and support to others and then spend their credits when they need some help themselves.

For example, by visiting an elderly neighbour for a chat or walking someone's dog, a Timebank member can “earn” 1 time credit. They can then “spend” this on something for themselves. For example, asking another Timebank member to help them for an hour supporting with some paperwork or digging over a veg patch.



Organisations can be part of a Timebank too. They might offer the use of a meeting room for a few hours to “earn” time credits and then spend these by asking a Timebank member to help at one of their events serving coffee or welcoming guests.

Members can get to know each other at regular social meetings.

Exchanges of informal support are recorded on bespoke software commissioned by Timebanking UK – the umbrella body for Timebanks in the UK. Those members who are able to use the software themselves can create a login. Others – especially those who do not have strong digital skills – may prefer to contact the Timebank Co-ordinator or one of their volunteers to record their Timebanking activity.

Timebanking is ad hoc, with no long-term commitment and therefore open and attractive to all, including those who would not usually sign up for the more traditional volunteering roles. Every hour is equal - whatever the help given.

Timebanking is very effective in building stronger communities, increasing community involvement, reducing social isolation, developing skills & confidence and improving health and wellbeing. It is different to volunteering as Timebankers can claim something in return for themselves.

There are nearly 300 Timebanks in the UK and each one is unique, set up by the local community, for the local community.

Woolmer Forest Timebank serves the Whitehill & Bordon area together with its surrounding villages. It was started in 2018 as a pilot project. At the end of 2019 it received 5 year funding from The Lottery’s Community Fund.

It is a partnership project with 6 local organisational partners and one national organisation involved.

## THE POST

The aims of the post of Partnerships & Outreach Worker are:-

- to help Woolmer Forest Timebank to create more links with the activities of the project’s 7 organisational partners
- to help the Timebank work more closely with those who – for whatever reason – find it more difficult to be involved in community activities.

### Job description:

- Regularly keeping in touch with our 7 partner organisations – Abri, Furniture Helpline, Kingsley Organisation, Timebanking UK, Whitehill & Bordon Community Association, Whitehill & Bordon Community Trust and Whitehill & Bordon Nextdoor to identify more opportunities for partnership working and mutual benefit.
- Co-ordinate events and small Timebanking projects with our partner organisations during office hours, evenings and occasional weekends.



- Initiate ways for the Timebank to reach out to those who – for whatever reason – find it more difficult to be involved in community activities.
- Keeping records accurately on the Timebank Online Software.
- Attending quarterly Timebank Partner Meetings.
- Working as part of the Timebank staff team providing regular updates for other team members.
- Promote the work of the Timebank and Community First in the course of your work.

### **Clauses Common to All Community First Job Descriptions**

- To promote Community First's Equal Opportunities and Diversity policy.
- To comply with all Community First policies and Conditions of Service as laid out in the Community First Staff Handbook.
- In discharging the duties of the post to have due regard to the provisions of Health & Safety at work legislation.
- To undertake such additional responsibilities appropriate to the role as may be required and agreed by the funding partners, commensurate with the grade and responsibilities of the post.



## Timebank Co-ordinator Person Specification

Attributes	Essential skills	Desirable skills
Work related experience	<ul style="list-style-type: none"> <li>• Experience of setting up new projects/activities</li> <li>• Experience of the benefits of organisations working in partnership</li> <li>• An understanding of issues around disability, vulnerable people and other excluded groups</li> <li>• Experience of planning and organising work to meet targets</li> <li>• Basic marketing &amp; promotional skills</li> <li>• Excellent administrative and computer skills including Microsoft Word, email, internet research and using databases for recording purposes</li> </ul>	<p>Experience of Excel and Powerpoint</p> <p>Experience of using social media</p>
Personal attributes	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communication skills</li> <li>▪ The ability to build people's confidence by listening and getting them involved</li> <li>▪ Good local knowledge</li> <li>▪ Ability to work both in a team and individually</li> <li>▪ A passion for encouraging participation from people who are more isolated, especially disabled people and the elderly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training in managing mental health issues &amp; other long term illnesses</li> </ul>
Special working conditions	<ul style="list-style-type: none"> <li>▪ Ability to work flexibly being able to attend evening and occasional weekend activities</li> <li>▪ Ability to drive a car and travel across Whitehill &amp; Bordon and the surrounding area of East Hampshire.</li> </ul>	





## Community First CONDITIONS OF EMPLOYMENT

- 1. Job Title**  
Woolmer Forest Timebank Partnerships & Outreach Worker.
- 2. Salary**  
Full Time Equivalent Salary: £21,230.16 per annum  
Actual salary for this post £8,606.88 per annum
- 3. Hours of work**  
Part-time 15 hours per week.
- 4. Holiday Entitlement**  
25 working days in each year in addition to bank holidays increasing by 1 day after 2, 3 and 4 years' service to a maximum of 28 days. Leave year is 1 April to 31 March (and pro rata for part time staff).
- 5. Conditions of Appointment**  
A three month probationary period applies to this post
- 6. Place of work**  
Home-based with a flexibility/willingness to work in locations across Whitehill & Bordon East Hampshire
- 7. Pension Scheme**  
Following successful completion of your probationary period, you will be automatically enrolled in CFW's NEST pensions scheme, provided you meet the Qualifying requirements. CFW will provide employer contribution in line with the provisions of the scheme. You will retain the option to opt out the scheme should you so wish.
- 8. Accountability**  
The Woolmer Forest Timebank Partnerships & Outreach Worker will be accountable to the Woolmer Forest Timebank Manager.
- 9. DBS Check**  
An enhanced Disclosure & Barring Service (DBS) check is a requirement for this role.

