



## Job Description

<b>Job Title:</b>	Hub Development Officer
<b>Responsible to:</b>	VCSE Sector Development Lead.
<b>Strategic relationships:</b>	VCSE organisations, Community organisations and residents, Senior Managers and strategic partners.
<b>Hours of work:</b>	Part time - 22 hours per week, plus additional hours as necessary, although this is not expected to be excessive
<b>Purpose of the Post:</b>	To support the development of the HIVE Hub initiatives with VCSE sector organisations and local communities within the city. You will ensure access to the HUB on a daily basis and engage with VCSE organisations at a local level to help them grow, create solutions to challenges, build local connections, champion collaboration, learning and sharing within the sector. You will build trust with local communities and ensure information flow on key issues and opportunities.
<b>Salary:</b>	£25,000 pro rata (£14,864 actual)

**This post is subject to a satisfactory DBS check at a basic level.**

## Duties and responsibilities

### 1. Administration

- To manage appropriate access and bookings of the Hub space with VCSE organisations.
- To support the marketing of the Hub and increase usage and maximise income to ensure sustainability of the spaces.
- To ensure relevant data/information is maintained within the Hub website and CRM in order to support the engagement with the Hubs and inform development.
- To produce updates and reports for the SMT and HIVE Trustee Board with clear progress against targets as required.



- To develop and maintain a programme of training events and development opportunities to be delivered from the Hubs.
- To monitor the sector support email inbox and respond as required

## **2. Sector Support**

- To horizon scan potential opportunities for VCSE sector organisations to use the Hubs
- To act as a champion of the VCSE sector organisations
- To build awareness of the activities of the sector and identify gaps in provision
- To facilitate partnerships between VCSE organisations and wider partners
- To promote funding and development opportunities to the VCSE sector
- To identify appropriate stakeholders for longer term support for the VCSE sector
- To support the governance development in new and existing organisations
- To support the development of and facilitate VCS alliances as required.

## **3. Community Engagement**

- To actively build relationships within the local community using an asset based approach
- To participate in local conversations and work in partnership with statutory, voluntary and community organisations, community anchor institutions and local residents
- To promote the role of HIVE within the city with the local community
- To develop new, and engage with existing, networks in the sector and in the City.
- To facilitate conversations with diverse communities across the city as required

## **4. Health and Safety**

- To ensure routine health and safety checks are completed and documented accurately across Hub premises as required.
- To maintain appropriate accident records and reports as required.
- To maintain accurate health and safety records as required.

## **5. General**

- To carry out all tasks and duties that may be assigned by Hive Portsmouth.



- To comply with all policies, procedures and governing documents.
- To maintain all systems in line with the General Data Protection Regulation (GDPR) and all relevant data protection legislation.
- To work proactively to ensure environmental sustainability of all operations.
- To work in effective collaboration with all staff of the Hive Portsmouth embracing a 'one team culture'.
- To attend all relevant meetings, preparing papers and reports as and when required.
- To provide cover for the helpdesk and helpline as and when required.
- To deal with customer feedback, whether positive or negative, in a courteous, efficient and timely manner.
- To portray a positive image, both internally and externally of Hive Portsmouth by displaying high standards of service, integrity, punctuality, politeness and professionalism.

HIVE Portsmouth brings people together to build a happier, healthier and more connected city

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