

Community and Membership Coordinator

The Role

Job Title	Community and Membership Coordinator
Location	Partisan Collective, Islington Mill, James Street, Salford
Hours	35hrs (full time)
Length of Contract	6 Months (Likely to be extended)
Salary	£23,000 (reviewed after 6 months)
Application Deadline	Sunday 5 th March 2023 23:59
Interviews	Monday 20th March 2023
Start Date	ASAP

Job Summary

The Community and Membership Coordinator sits in the centre of our Partisan Community. You will take responsibility for our members, supporting our Volunteer Teams and engaging with the wider community within Islington Mill, Salford and beyond. You will carry out the administrative tasks necessary to maintain the governance of our cooperative structure as well as liaise with our Volunteer Teams to grow our Collective vision to maintain a diverse and inclusive space.

You will support with practical tasks such as admin, social media, Information Governance and our membership, alongside building strong relationships within our local community and between our members. You will liaise regularly with the Board of Directors to support with strategic decisions, as well as shaping the ethos of Partisan and representing our values throughout your day to day actions.

About Partisan Collective

Partisan Collective (partisancollective.net) provides an inclusive, accessible, not-for-profit platform and space in Greater Manchester where our members meet, share, learn, create, perform and dance together.

Partisan is a members' led arts and community space and multi-stakeholder cooperative that has over 500 members and a rich history of putting on first rate, inclusive and accessible events. Partisan has been a tenant of Islington Mill for the past two years and is looking forward to moving to a new space in the Mill that would allow us to fulfil our long-held ambition to operate a fully licensed club and live music venue.

We use the profit from the club nights and gigs we run to be able to give free or cheap community space to those who need it. We have regular book clubs, folk clubs, printing clubs and many more, we host organisations such as Queer Family Tea and Just Do The Thing (we have a very strong queer contingent here), as well as one off events with a wide

variety of speakers and facilitators, from Ableton Workshops to Book Talks to Theatre Rehearsal and Performance!

Our governing structure mirrors our values and one way in which we're trying to redefine what community spaces and music venues could look like and work. As a members-owned cooperative with more than 500 members, at our General Meetings members help shape our direction and hold the staff and board accountable through scrutiny of accounts and wider questions.

We are a small staff team, operate along cooperative principles and are all paid the same salary. The management of the cooperative is spread across staff, the board and voluntary working teams, with every member having a stake in the organisation and contributing to our strategy and helping shape our working culture.

Equal Opportunities

Partisan Collective strives to operate a policy of equal opportunity and not discriminate against any person. We are committed to ensuring that the diversity of our workforce reflects that of the wider community. We endeavour to support applicants throughout the hiring procedure, and to provide an inclusive, safe and supportive work environment for the successful candidate. Please contact us via jobs@partisancollective.org to let us know what we can do to assist with and accommodate any access requirements you have, or with any questions you'd like to ask about the role and hiring process.

We strongly encourage applications from People of Colour and/or who belong to communities who are underrepresented within Greater Manchester.

We will offer an interview to any disabled applicants (as defined by the government's Equality Act: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>) who meets our minimum requirements for the role (see 'Essential' under Personal Specification). There is a checkbox on our application page for this option. This data will not be stored for the rest of the application process.

We will also make reasonable adjustments to improve access to interviews and job roles wherever possible. If you have any specific questions or concerns, please contact us at any time on jobs@partisancollective.org.

Main Duties and Responsibilities

Coordinate Partisan Collective Membership

- Be the first point of call for Partisan Members, Volunteers and Community enquiries both on an individual basis and through facilitating regular engagement activities
- Be familiar with Partisan Governance and articles to ensure compliance with Cooperative structure

- Facilitate regular General Meetings, as well as the Annual General Meeting to gather thoughts and feelings of Cooperative Members with support from the Board of Directors
- Liaise with the Volunteer Teams to follow up on actions, facilitate projects and ensure compliance with Partisan Governance
- Attend Board of Directors Meetings to facilitate development of the Cooperative
- Support new members and volunteers to get involved with Partisan through managing enquiries, signposting and resolving queries
- Promote Partisan values both in action and words, in all interactions and set the standard for an inclusive community
- Be open and accepting of our diverse and brilliant community; adopt a non-judgmental approach and be willing to learn and be taught by those who have lived experience
- Work flexibly to pick up appropriate tasks as they arise, supporting with the development and growth of Partisan as our membership and activity increases.

Liaise with the wider Community

- Manage relationships within the Islington Mill Community, as well as wider partnerships such as Salford CVS.
- Actively build new relationships, seek out opportunities to offer support to the wider community and actively develop a network of partners
- Work to promote collaboration within Islington Mill; build relationships, manage areas of negotiation within our new collaboration and escalate areas of learning to the Board of Directors where necessary
- Provide support, guidance and safety to Community members where Partisan has been sought out as a safe space
- Liaise with project leads and facilitate the use of our space to build grassroots movements and strengthen our local Community

Administrative Tasks

- Manage membership register and data; ensure compliance with Information Governance both with digital data and within the physical space
- Manage Partisan enquiries swiftly and efficiently, and with kindness.
- Support Web Team in maintaining the Partisan website
- Support with drafting and implementing policies around diversity, access and welfare with support from the Board of Directors
- Engage in other day to day administrative tasks as they arise, with support from the Board of Directors and other Coordinators
- Liaise with the Venue Coordinator and Bookings Coordinator to schedule, facilitate and promote events

In Collaboration with the Booking and Venue Coordinators for Partisan Collective:

- Be responsible for maintaining all Health & Safety protocols and improving safety processes throughout the organisation. Facilitate staff training in these areas.
- Ensure all aspects of our financial administration are well managed, working closely with our accountant and bookkeeper to ensure invoices and expenses are processed, queries answered, and payroll is up to date.
- To facilitate volunteers in making Fundraising applications and supporting Partisan in being fiscally accountable to its members.
- Support the management of Partisan's strategy; collaborating closely with Members, Volunteers and the Board of Directors to help improve organisational systems and processes.
- To be a key holder responsible for opening up and closing down the space, following procedures and ensuring other key holders are fully trained in these procedures.
- To fulfil Partisan's obligations as outlined in the Premises License, including liaising with Salford City Council as and when necessary, and maintaining all relevant records as may be required by the licensing authority for inspection.
- To work closely with the Board of Directors and have an awareness of the particular needs of Partisan as a Cooperative and respect the democratic practices that underpin the organisation.
- To work with the Board of Directors on the recruitment, induction and training of staff. To manage staff rotas and maintain an adequate record of hours for the casual staff payroll.
- Zero tolerance attitude to discrimination and assault; willingness to undergo Good Night Out Training.
- Regularly attend Board meetings and volunteering team meetings on weekday evenings.
- Attend regular 1:1 meetings with a designated Board member to facilitate professional development and pastoral support.
- Support with Partisan Social Media, and be open to development of skills. Schedule posts, create copy and liaise with designers to ensure that Communications are consistent and coherent in tone whilst adhering to Partisan guidelines.

Personal Specification

Essential	Desirable
<p>Experience of building relationships, whether internally or with external partners.</p> <p>Experience of managing relationships; resolving conflicts, communicating regularly and identifying areas for collaboration.</p> <p>Strong communication skills</p> <p>Understanding of what a cooperative is and the differing expectations of working in a horizontal, democratic structure.</p> <p>Good understanding of what Partisan is and why it exists</p>	<p>Experience of a Cooperative Structure.</p> <p>Experience of Community Outreach.</p> <p>Experience of managing member or stakeholder interests.</p> <p>Experience of working with volunteers, either coordinating or working within a volunteer structure.</p> <p>Customer Service experience; managing compliments and complaints.</p> <p>Knowledge of Greater Manchester organisations and communities or willingness to learn.</p>
<p>An inclusive and non-judgemental approach.</p> <p>Understanding of challenges faced by underrepresented communities in Greater Manchester.</p> <p>Strong sense of social justice.</p> <p>Alignment with Partisan Values and confidence in demonstrating these.</p> <p>Willingness to undergo Good Night Out Training.</p> <p>Capacity to reflect on own actions and behaviours</p>	<p>Experience of creating a safe and inclusive space.</p> <p>Capacity to reflect on own actions and behaviours and willingness to learn and develop</p>
<p>Ability to prioritise competing tasks, strong time management skills.</p> <p>Self-motivated</p>	<p>Experience of project management or facilitating development of projects</p>
<p>Knowledge of Information Governance and security, and implementing this in practice</p>	<p>Experience of Information Governance management and adhering to guidelines.</p> <p>Experience of Data management or using Databases</p>
<p>Good IT skills; knowledge of Microsoft Word and Excel</p>	<p>Knowledge of Wordpress.</p> <p>Knowledge of Slack.</p> <p>Basic knowledge of social media platforms.</p> <p>Strong written skills; confidence in writing social media posts, emails and comms.</p>
<p>Confidence in organising and facilitating meetings, both with partners and on a larger scale.</p> <p>Creative approach to engaging people, both online and in-person</p>	<p>Experience of facilitating meetings, managing minutes and communicating actions.</p> <p>Experience of facilitating groups.</p> <p>Creative approach to engagement with an organisation; understanding of barriers to engagement and what support can be offered to overcome these</p>

Capacity to work evenings and weekends where needed	
---	--

What We Offer

A unique opportunity to work for a non-conventional, cooperative organisation that has community at its core. A workplace where your talent will be supported and nurtured so you can get the most out of your job.

- Salary – every staff member at partisan receives a flat rate of £12.50 p/hr, which is equivalent to around £23,000 per annum (average 35hrs per week)
- You will play a key role in a values-driven and purposeful team, as we're going through a significant change in our organisation as we move to our new fully-licensed venue. Therefore this will be a flexible role, with freedom to shape your work, evolve your role, and contribute to our strategy.
- You will be able to learn, share, and be supported by team members and the Board of Directors who you will be collaborating with and regularly checking in with.
- 25 days paid leave + bank holidays + Christmas
- Sickness pay is provided
- Option of a pension with NEST - www.nestpensions.org.uk

How To Apply

To apply for this role, please read this job description and person specification and complete the below task descriptions carefully. We don't need a CV or cover letter, just an email to jobs@partisancollective.org with your responses to the two tasks below attached. We will be offering sessions to give more information about the job at the space in Islington Mill on 24th Feb 530 – 7pm and 25th Feb 10:30am-12pm.

Task 1: Introduce yourself

Please send us an audio recording of no more than 3 minutes, OR 600 words of you introducing yourself and why you are interested in this role.

Why we're asking for this:

This task helps us learn a little about you and how you introduce yourself without the pressure of an interview setting. It also helps us to make sure we pronounce your name correctly and use the right pronouns, so please include those if you wish.

Tip

Try to relax, and imagine you're having a conversation on the phone. We're not looking for a perfect recording, but we are hoping to get a sense of who you are and why you'd like to work at Partisan.

Requirements

Audio file no longer than 3 minutes. Please name your file: [YOURNAME]Task1.

OR

Document no more than 600 words. Please name your file [YOURNAME]Task1

Task 2: Your skills, experience and personal qualities

Please tell us how you meet the essential and (if applicable) desirable skills, experience and personal qualities listed above in this job application pack. List each bullet point, and give an example of how you meet the criteria – this could be through paid or unpaid work, volunteering experience or training.

Why we're asking for this:

As we're not asking for cover letters and CVs, we'd like to offer you the chance to tell us about knowledge, skills or experience you have (whether paid or voluntary) that would make this the right job for you.

Tip

We look for transferable skills as well as experience. You may not have had a similar role in the past, but you may have performed similar tasks or have been able to demonstrate the criteria in a different way.

Requirements

Word doc, Google doc or pdf max 500-1500 words

-OR-

Audio file 5-10 minutes

Please name your file: “[YOURNAME]Task2”

If you have any problems sending your application or have any accessibility needs, please contact: jobs@partisancollective.org

Contact details

Please send applications to jobs@partisancollective.org by 5th March