



**LLANRUMNEY HALL
COMMUNITY TRUST**



**We have been funded by The Lottery People and Places to employ
4 x new Part Time Community Support Staff
Salary: £22,400 per annum pro rata**

Please send CV's and applications to info@llanrumneyhall.org and add reference 'Part time Community Support Staff' to application

Job Description and Role

Our Charity is seeking 4 new Community Support Staff to be based at Llanrumney Hall Community Centre. As community-based staff, your role will be to engage with people across a wide range of backgrounds and ages who want to use the new community facilities funded by The Lottery People and Places Grant: -

A Men in Sheds facility: an Art/Craft facility: A Pottery facility: an Upcycling facility and a Community Recording Studio.

Skills and Aptitude

The Key skills we are seeking for our new Community Support staff are:

A good understanding of the range of needs in the area of Llanrumney in the East of Cardiff

Good written and oral skills, including report writing

Good motivational and organisational skills

The ability to work on your own initiative and as part of a team including hirers of the facilities at Llanrumney Hall.

Sincerity, patience and the ability to earn the trust of others

Excellent listening skills and confidence in talking to people both in groups and on a one-to-one basis.

A passion for co-working with others to maximise opportunities that have meaning and positive outcomes for the community and visitors to the area.

Good timekeeping management.

The postholders will form part of a team rota, across the Community Centres opening hours of 9am and 9pm closing -7 days per week, comprising of 4 hour shifts with 2 days off each week and on a rotational basis. Bank Holiday working will be a requirement of the role -again on a rotational basis.

The ability to speak Welsh desirable.