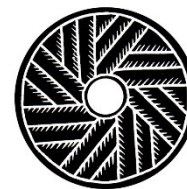


Walford Mill Education Trust Ltd



WALFORD MILL

Job Description	
Job Title:	Walford Mill Crafts - Site Co-ordinator (maternity leave cover)
Location:	Walford Mill Crafts, Knobcrook Road, Wimborne, Dorset, BH21 1NL
Reports to:	Board of Trustees
Direct Reports:	None
Job status (full or part-time)	Part time: 25 hours across 4 days per week, Wednesday to Friday plus Saturday or Sunday
Contract type	Temporary to cover maternity leave
About Walford Mill:	
<p>Walford Mill Education Trust is a registered charity (1049540) situated on the outskirts of Wimborne Town centre, a destination location that provides an attractive creative space for local Makers to rent studio space and educate, design, make, and sell contemporary art and craft work. The building also offers exhibition and pop-up exhibition space for visiting artists and Makers, and an education space where children's after school classes are run by the Mill's resident education officer, and a wide range of adult classes are held, from embroidery and painting to jewellery making and wood carving.</p> <p>The core aims of the charity is to encourage, promote and maintain the highest standard of contemporary craft work and to encourage visitor awareness through a programme of exhibitions and participation, for all ages, in a complementary education programme including lectures, seminars and practical workshops.</p>	
Position responsibilities: Scope of Duties	
<p>This role works with the Trust Administrator, resident Makers and Board of Trustees to ensure that the Mill operates in an effective and professional way and that it is safe and welcoming place both to work in and to visit. The role is also responsible for the promotion of the Mill via social media and the website and for organising the monthly Courtyard markets.</p> <p>The role will be required to:</p> <ul style="list-style-type: none">- Working in conjunction with the Trust Administrator, manage building and grounds related issues, including repairs, routine health and safety checks, and respond promptly to enquiries from Makers, the public and others.- Be responsible for updating the Mills social media channels and website, in order to maintain and widen the Mill's profile and to assist in the promotion of Walford Mill.- Organise the monthly Courtyard markets.- Assist in the recruitment and supervision of volunteers.	

Day to day tasks will include:

Liaising with On-site Personnel:

- Coordinate with Makers and Trust Administrator for smooth operations, including opening/closing of the building.
- Ensure adequate staffing for public safety when the building is open.

Building Operations:

- Working on the ground floor when appropriate/to provide cover when building open to the public.
- Perform and document regular site-wide checks (e.g., fire alarms, meter readings).
- Manage emergency situations as a Duty Officer.
- Address building and grounds maintenance issues promptly and report them to the landlord when necessary.
- Participate in the on-call rota for out-of-hours alarm responses and site visits.

Event and Volunteer Coordination:

- Help maintain and update a calendar of activities, events, and exhibitions.
- Assist in the recruitment of volunteers and supervise and coordinate their tasks.

Market Management:

- Process applications for the Courtyard Market, ensuring compliance with safety and insurance requirements.
- Promote the market to attract stallholders and customers, and assist with set up on Market Days.

Communication and Marketing:

- Maintain and update the website with current information on exhibitors, events, and makers.
- Prepare and distribute a monthly newsletter.
- Manage social media presence on platforms like Facebook and Instagram.
- Update handwritten noticeboards weekly with upcoming events and activities.

Administrative Support:

- Daily collaboration with the Trust Administrator, providing mutual backup support.
- Assist with applications for resident makers, education bookings, and temporary exhibitions.
- Handle general inquiries quickly and effectively, ensuring sensitive and confidential management.

Additional Responsibilities:

- Serve as a contact point alongside the Trust Administrator for café tenants.
- Resolve IT-related issues (e.g., printer, WiFi) and perform other ad-hoc tasks as needed.

Management and Support:

- This position will report to the Chairman of the Board of Trustees but will be supported by all the Trustees

Experience required:

Ideally the incumbent will have experience of working in a similar organisation, charity or small business. It would be advantageous to also have experience in dealing with customer enquiries, handling administrative processes and procedures and be familiar with the creative/maker environment.

Other skills required include:

- Excellent verbal, written, and organisational skills and the ability to communicate and negotiate effectively with colleagues and customers
- Excellent computer proficiency (MS Office Word/Excel/Outlook etc), experience in updating websites an advantage
- Excellent proficiency in use of social media
- Must be able to work under pressure, whilst maintaining a positive attitude and providing guidance to others
- Ability to work independently with light touch supervision
- Experience in a co-ordination role dealing with various types of enquiries and support activities
- Experience within the creative/Maker field an advantage
- Experience of organising events advantageous but not essential

Location and Commitments:

- Part time working arrangement – there is some flexibility as to days and hours worked but the 25 hours per week must be split across 4 days on site, Wednesday, Thursday, Friday plus Saturday or Sunday and within the Mill's opening hours
- Overtime may be required when working on out of hours events, or flexible arrangements agreed
- The role will be required on occasion to be available to open early or close late for tutors, evening events and courtyard markets
- A parking permit will be provided
- The on-site makers run their own businesses which are independent of Walford Mill and this role is not required to support these businesses, for example by taking sales for them.

Accessibility:

The Mill building has 3 floors (ground floor exhibition space, studios and education room, 1st floor office and 2nd floor loft/studio space). The upper floors are only accessible by several flights of stairs and there are short flights of stairs linking different areas of the ground floor. It is a requirement of the job that the post holder can access unaided the different areas of the building.