

The Bridge Collective

STATEMENT OF SPECIFIC

JOB RESPONSIBILITIES:

Community Worker - Governance and Operations



There are 11 hours per week allocated for this role, in addition to the 3 hours per week “team time” for shared Community Worker Team responsibilities- see [Community Worker job description](#).

What is “governance and operations” and how is it a community work role?

“Governance refers to the way in which companies are governed and to what purpose. It identifies who has what power and accountability, and who makes decisions.”

“Operations is the work of managing the inner workings of your business so it runs as efficiently as possible”.

Transparency about and open access to participation in the way we work as a company is key to the Bridge. Your role will be to help facilitate this, working with the whole Bridge community.

You will be working alongside all participants in the Bridge: (employees, volunteers and attendees) in learning and supporting our work in the following areas:

- Governance support
- Compliance and Safety
- People
- Finance
- Building maintenance
- Planning and development
- Communication
- Remedial Work

The work areas in this list are shared between existing employees at the Bridge. In the new post of Community Worker - Governance and Operations, we are looking for someone who will work alongside current employees to gain an overview and understanding of this work in the first instance but has initiative and willingness to step up and share responsibilities over time.

This job is not just about doing the things that make the company run well, but also about helping to put the structures in place that will make it sustainable into the future.

Because this is a learning role and responsibilities will be shared, the following list is set out to provide examples of the work areas you will share in. It is neither exhaustive nor will you have primary responsibility for all these tasks. As your role develops the responsibilities you take on and the hours needed for each responsibility will be negotiated.

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Governance support

For example:

- Community meeting support - attend monthly community meeting and monthly community meeting preparation. Send agenda and supporting information to participants.
- Director recruitment
- Director training
- Company secretary support: attend monthly Company Secretary team meeting; membership admin, support, maintenance, development; Annual General Meeting preparation and support
- Policy development and review

Compliance and Safety

For example:

- Health and Safety
- Safeguarding
- Employer's responsibilities to employees and volunteers
- Data processing and protection
- Insurance

Including in all the above areas: policy; maintenance; training; advising and informing community meeting; resolution of issues

People

For example:

- Recruitment
- Induction
- Training
- Employee and volunteer support systems
- Job/role review system
- Role descriptions and contracts
- Payroll - liaising with external provider.
- Equality and Diversity

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Finance

For example:

- Finance admin: paying bills, invoicing, managing bank account and cash, keeping records,
- Managing contracts
- Informing and advising the Bridge for planning and decision-making purposes
- Preparation of accounts
- Corporation tax
- Payroll - PAYE and NI

Building maintenance

For example:

- Repairs
- Cleaning
- Supplies

Planning and development

For example:

- Support to setting, recording and communicating short and long term aims, work planning
- Budgets - overview and information
- Fundraising overview and facilitation

Communication

For example:

- Communication team - rota for emails, office phone; monthly Communication Team meeting.
- Post
- Website admin
- Facebook page
- What's On
- Newsletter

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Remedial Work

The Bridge Collective is a grassroots organisation built up over the years by a group of enthusiastic people who have been learning as we go along, not to a blueprint. Because of this history we've reached our fifteenth year, both with much to be proud of and with some areas in which firm foundations are not in place yet. We are committed to remedying this and the post holder will work alongside the existing team, learning where this work needs to be done and helping us collectively to generate solutions.