

Medway Asthma Self-Help (MASH), a local charity that has supported people and families affected by asthma for more than 25 years, is seeking a Coordinator to ensure the smooth running of the organisation and to manage the MASH centre in Watling Street, Gillingham. The 12 hour a week role of Coordinator is pivotal to MASH and includes elements of administration, office and diary management, volunteer recruitment and management and a contribution to fundraising alongside a Fundraising and Publicity Officer. Flexible working arrangements are possible outside of the core office opening hours, which should be covered between the two posts and volunteers. We'd love to hear from you if you think this role might suit you – please contact our Coordinator on 01634 855844 (leave a name and number if we are not there) or email [medwayasthmaselfhelp@btconnect.com](mailto:medwayasthmaselfhelp@btconnect.com).

### **Job Description for Coordinator at MASH**

Job Title:	Coordinator
Reporting to:	Nominated line manager
Salary:	£25k pro rata; £8,112 actual for 12 hours per week.
Contract:	Initial 6-month contract, reviewed after a probationary period of 3 months. Permanent/fixed-term contract options possible.
Location:	Mainly based at the MASH centre, Watling Street, Gillingham, or on location at events, outreach and meetings; some home working possible.
Hours:	12 hours per week at a variety of times which may include Mon 9am–12pm, Thurs 5pm–8pm and Friday 2pm–5pm (dependent on cover). Flexible working in other times according to work in progress, including occasional evenings and weekends.
Holidays:	25 days pro rata (67 hours actual pa)
Anticipated start date:	March, 2022

### **About MASH**

Medway Asthma Self-Help (MASH) is a local charity that has been helping the people of Medway in Kent (UK) since 1996 with asthma information and education, and supporting people and families affected by asthma. Our doors are open to everyone and all our services are free. MASH provides information and access to professional advice to those who need it, including health professionals. MASH works with GPs, hospitals and Asthma UK to raise awareness and knowledge of asthma among the people of Medway.

### **Overall Purpose of the Position:**

The Coordinator's purpose is to support the aims and objectives of MASH by:

- ensuring that timely and appropriate information is available to people with asthma, their families and their carers;
- ensuring that the organisation runs smoothly;
- facilitating access to professional advice by coordinating the running of

- the Centre;
- and contributing to promoting awareness of asthma issues to the general public.

The Coordinator is responsible for MASH volunteers in collaboration with the trustees. The Coordinator is involved in producing publicity materials and working on other fundraising initiatives and outreach events alongside the Fundraising and Publicity Officer, and supports the trustees in determining the strategy and direction of MASH.

### **Scope of the role:**

1. Ensure that telephone callers, visitors and emails to the centre are dealt with efficiently, expeditiously, and recorded (in writing); refer items to trustees or the asthma nurse where appropriate via email or telephone.
2. Recruit, organise and maintain a rota of volunteers to staff the Centre, cover clinic sessions; assist in outreach and fundraising events and other tasks according to volunteers' skills.
3. Manage the asthma clinic diary, by booking in clients and dealing with clinic correspondence; ensure a volunteer is available to provide receptionist duties for the clinic.
4. Ensure the smooth day-to-day running of the MASH Centre, including all aspects of office resources, filing, PC backups, utilities and other service providers. Liaise with the cleaners.
5. Control day-to-day petty cash transactions and collaborate with the treasurer on bill payments.
6. Attend trustees' meetings, take and write up minutes to be checked by the Chair/Vice-chair, and distribute to trustees. Provide administrative support for AGM and other ad hoc events.
7. Administrate the database using volunteers, and work with trustees to ensure GDPR compliance.
8. Maintain and update MASH policy and procedure manual in collaboration with trustees.
9. Supervise and maintain audit figures for donors, charity statistics, and monitor activities, outcomes and client satisfaction surveys.
10. Represent MASH at outreach events and meetings in conjunction with the trustees and the Fundraising and Publicity Officer as and when required.
11. Represent MASH, in coordination with trustees, at meetings with funders.
12. Work with the Fundraising and Publicity Officer on funding bids.
13. Any other duties as deemed reasonable by the trustees.

## Key skills and experience

	Essential	Desirable
Organisation skills	✓	
IT literate and numerate	✓	
Excellent communication skills	✓	
Proven office & administration skills	✓	
Team player, yet able to work independently	✓	
Flexible and adaptable approach and willingness to work outside contracted hours on occasion	✓	
Ability to prioritise and manage your work	✓	
Empathy and people skills	✓	
Recognised IT/secretarial training		✓
Experience/knowledge of voluntary organisations		✓
Experience/knowledge of healthcare organisations		✓
Experience of taking and writing minutes		✓
Full driving licence	✓	
Experience of dealing with the public	✓	
Experience of working in an information and guidance role		✓
Experience of contract and performance management		✓

Please note that we are also currently recruiting for the Fundraising and Publicity Officer role (7 hours per week) and would be open to applicants interested in applying for both roles, and a single appointment across both.

**Closing date for applications: 5pm, Friday 4<sup>th</sup> February**

**Interviews to be held during the week commencing: 14<sup>th</sup> February**