



# ECO Action

for Windsor and Maidenhead

## Job description for Hub Manager

The ECO Action Hub has the mission 'to inspire local people to do more to address the Climate and Biodiversity Emergency.'

The Hub Manager is crucial to ensuring the successful establishment and running of this dynamic centre with its very varied activities.

### Job Summary

To make all visitors welcome and ensure that the hub remains a vibrant and welcoming space.

To support significant special activities that take place from time to time

You are expected to show initiative, commitment and enthusiasm.

### Relationships with visitors

Meet and greet all visitors. Explain the purpose of the hub and the layout. Encourage them to walk around and to make a pledge.

When quiet inside to go outside the hub and talk to passers by.

Ask if they would like to be on our mailing list and if so to help them enter their details using our tablet.

Ask if they would like to volunteer and if so pass their details on to the Volunteers Manager.

Keep a count of the number of visitors and record on our Google drive.

### Other duties

Help to maintain the hub as a warm, welcoming, clean and tidy place.

Assist in the preparations for any events

Manage any other volunteer(s) on duty at the time.

### Required skills

- Good with people, both volunteers and customers and having empathy
- Well organised



# ECO Action

for Windsor and Maidenhead

- Passionate about the Climate and Biodiversity Emergency
- Able to operate the IT systems, under instruction from others

## **Job type and Hours of work**

Permanent Part-time role

Paid hours 10am to 3pm or 4pm on 2 days per week any of Thursday, Friday or Saturday

Occasional attendance at evening Steering Group meetings (usually once per month)

## **Place of Work**

The ECO Action hub, Nicholsons Centre (near the atrium), Maidenhead SL6 1LB

## **Reporting To:**

The Steering Committee. Managed by the Chairman, Dave Scarbrough

## **Pay and conditions**

Salary £12 per hour

If you are passionate about promoting sustainability and biodiversity and have the attributes and skills to inspire local people and small businesses to take positive action in the Climate Emergency, we would love to hear from you.

Please contact us with your background and relevant information on [ecoactionrbwm@gmail.com](mailto:ecoactionrbwm@gmail.com).

We would love to talk to you.