

Job Vacancy

Activities Co-ordinator

A local elderly day centre requires a pro-active, cheerful, energetic, and resourceful activities co-ordinator to join their team.

Main Tasks

To support the Manager in engaging with the centre users to identify requirements and interests and arranging meaningful activities to meet their needs.

To lead and encourage Centre users to make constructive use of their leisure time by participating in activities.

To create a monthly planner of stimulating and varied online and centre-based activities and to send out weekly/daily timetable of the activities to all the registered members via WhatsApp and emails.

To organise trips and outings as required from time to time.

Keep manual as well as computer records to provide management information on services and activities provided and measure the outcomes of the activities on a regular basis.

General tasks:

To work as directed by the centre manager, or in his/her absence, the committee members and to provide general administrative support to the centre when required.

To understand the roles and responsibilities of a charity and to carry out all duties in accordance with company policies, procedures, and practices, particularly Health and Safety.

To carry out any other duties as required by the management from time to time and to support all the volunteers at the centre.

To attend regular supervision sessions with manager for personal and professional development and to take part in the annual appraisal process

To support the other staff in organising and running regular lunch clubs, events, and celebrations.

Receiving telephone calls, taking messages, passing on the messages to the relevant personnel and answering queries.

Collect, date stamp, and distribute all internal as well as external mail and deal with all outgoing mail, both internal and external.

The ability to relate and interact with elderly members

The ability to work as part of a team and follow set guidelines

Maintain members, staff, and business confidentiality at all times

Activities coordinator required for Tuesdays, Wednesdays and Thursdays.

References required and a clear enhanced DBS (DBS will be paid for by Milaap)

Hours 15 hours a week, 3 days a week.

10:00 am – 3:00 pm on Tuesdays, Wednesdays, and Thursdays (Subject to additional funding received, number of working days might change)

17 days holiday. Plus, bank holidays.

Job Types: Part-time, Permanent

Salary: £9.50 per hour

Benefits:

Training, and DBS check

Experience:

Activity Co-ordinator: 1 year (Preferred but not essential)

Last Date for Application is 12th September 2022