



JOB DESCRIPTION

Centre Activity and Volunteer Coordinator

Hours: **08:30-15:30:** 35 hrs per week Monday to Friday (this includes ½ hr daily paid lunch break)

Salary: **£25,480 per annum**

Annual Leave: 25 days plus Bank Holidays

Responsible to: Centre Manager

Accountable to: Elleray Community Association Management Committee

1. Job Purpose

To work under the direction of the Centre Manager to develop and run imaginative and creative activities that are safe, enjoyable and that promote well-being, independence, and involvement to our members and those living in the local community.

- To have overall responsibility for centre activities, events, and volunteers.
- To manage volunteer recruitment.
- To adopt a person-centred ethos and have a desire to make a difference to the lives of older people attending the centre.
- To assist other centre staff to achieve the Charity's aims.
- To be responsible for the well-being of members and for settling in new members until they feel confident.
- May occasionally need to provide practical assistance for older people within the Centre (NB Centre users are all independent and self-managing, but occasional assistance with personal care may be required).

2. Main Duties and Responsibilities

Admin/Finance

- To undertake such administration tasks as is necessary to the post.
- To prepare monitoring and other reports required by the Centre Manager, Trustees, and funders as and when necessary.
- Inputting data into monitoring package adhering to quarterly deadlines plus producing statistical reports when necessary.



People and Volunteers

- To collaborate with other staff members, tutors and volunteers to provide activities contributing to a social centre that meet the needs of older people.
- To recruit volunteers, interview, induct and match them with appropriate roles and to complete any necessary paperwork associated with this task.
- To provide support, encouragement and supervision when necessary to volunteers who are assisting in the running of activities.
- To maintain a rota system for in-house volunteer roles.
- Co-ordinating appropriate training for volunteers.

Membership/Members

- To develop and organise programmes of social activities to attract members and potential members.
- To work with and enthuse older people and to participate in centre activities.
- To produce a monthly members' newsletter and a quarterly volunteers' newsletter.
- To motivate and encourage members to join in activities.
- To ensure the well-being of all members and be responsible for settling new members into the centre environment until such times they feel confident.

Activities and Events

- To organise and develop imaginative, creative and meaningful activities and outings to appeal to the interests and suit the capabilities of the members.
- To train, supervise and support volunteers to assist with these activities/outings.
- To complete thorough risk assessments for all centre-based activities and external trips.
- To prepare rooms for the activities and ensure that these are left in good order at the end of the day.
- To be responsible, supported by the Centre Manager and the office team, in planning special events such as but not exclusive to coffee mornings, open days, special events/lunches, volunteers' parties.
- Maintain full and accurate records of activities using relevant documents, to monitor, record and evaluate individual and group participation and success.

Fundraising and Development

- To be actively involved in applying to funders for grants to cover the Activities Organisers' salary, administrative costs, and the subsidies for activities.
- To liaise when required with other Council Departments, Statutory Bodies, Voluntary Organisations, outside Agencies, and local businesses.

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Publicity/Marketing

- To produce publicity materials to promote the Centre's services and functions and to be responsible for ensuring all notice boards are kept in good order.
- To be part of the team who use social media e.g., Facebook, Instagram, and Twitter to advertise and promote services.
- To be responsible for promoting Elleray Hall services, such as distributing publicity materials to libraries, GPs, sheltered housing, in collaboration with other staff members maintain the Centre's website etc.

3. General

- To attend training courses as required.
- To support and cover duties for other members of the office team as and when required.
- To attend supervision and appraisal sessions as required.
- To help maintain the standard of hygiene throughout the Centre in accordance with the Food Act, and to observe the Health & Safety Regulations, including the duty to report any risks to the Centre Manager.
- To observe Fire Precautions and Procedures, assisting in arranging fire drills.
- To work within the Charity's Policies and Guidelines as detailed in the Staff Handbook.
- To undertake any other work commensurate with the level of this post.