

Friday Social Evening Co-ordinator (Southwell)

reach

Job Purpose:

Support a Reach Centre's objectives and contribute to its targets by undertaking a broad range of delivery and support activities for clients.

Remuneration:

Rate: £8.50 per hour
Hours: 3 hours per week. Fridays - 6.30pm to 9.30pm
Holiday Entitlement: 5 weeks pa (25 days pro-rata'd)
3-month probation period

Key Responsibilities:

Clients

Work with clients to plan activities and undertake appropriate risk assessments.
Provide support for clients with additional needs (on or off the premises)
Lead group social activities
Set up and clear down for sessions as necessary
Collaborate with admin team to source materials and equipment as required
Ensure the safety and wellbeing of clients during activities
Work at all times in accordance with Centre policies and procedures

Other Duties:

Generally support the Centre Manager in development and delivery of services
Attend required training in Safeguarding, Confidentiality, Health & Safety, Medication, Personal Care, First Aid and any other subjects identified as a requirement for the role
Access and contribute to supervisions and appraisals with line manager at agreed intervals
Handle client, parent and carer enquiries as and when they may arise
Assist with provision of refreshments and cleaning/washing up
Communicate effectively with team members, clients and carers

Key Skills/Qualifications:

Team working
Good communication
Person-centred working and non-judgemental approach
Ability to maintain client confidentiality
Basic Health & Safety
Problem solving to enable resolution of difficulties
English – for written and spoken communication
IT – for use of internet and email

Personal Attributes:

Drive and commitment
Flexibility and adaptability
High standards
Approachability
Empathy
Planning and organisation