**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 be responsible, supported by the Centre Manager, to develop and run imaginative, creative, stimulating activities that are safe, enjoyable and that promote well-being, independence, and involvement for our members and those living in the local community.
* To be responsible for retaining a bank of volunteers to support Elleray Community Association services and activities.
* To support and 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).
1. **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 intomonitoring 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 activitiescontributing 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 toattract members and potentialmembers.
* 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 toassist 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.

**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.
1. **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.