



JOB ADVERTISEMENT CO-ORDINATOR

1 day (7 hours) per week for 52 weeks

Fee: £150/day (freelance)

Job description

General purpose

The role involves setting up and coordinating a 'social events and interests' group for older people in the local community – the Celebration Club.

The emphasis will be on the club members running things for themselves, keeping active, sharing what they know and exploring new things including arts and crafts, cultural celebrations, fitness activities, presentations, music workshops.

Specific tasks

- Plan and promote the club
- Recruit and support volunteers
- Work closely with club members to create a varied programme of activities and events
- Coordinate the club meetings weekly
- Encourage the sharing of cultural celebrations and traditions, to strengthen the sense of community and connectivity
- Keep records of meetings held, number of participants, and expenditure
- Collect feedback and measure outcomes with the support of the Community Development Lead

Person specification

Please note: We understand the importance of valuing all experience and qualities and do not have a set idea about who would be best for this position. Please apply if you think you could do the job well, even if, for example, your experience is gained within the home.

- Relevant qualifications or training, e.g., health and social care (D)
- Experience at coordinating groups, events or activities (E)
- Experience working with under-served communities (E)
- Experience working with older people (D)
- Lived experience of some of the challenges faced by under-served communities (D)
- Understanding of monitoring and evaluation purposes and methods (D)
- Understanding of the needs of older people (E)
- Organisational skills (E)
- Understanding of safeguarding principles and practices (E)
- Good communication and group leadership skills (E)
- Friendly demeanour (E)

D = desirable E = Essential

To apply

- a) Describe how you would approach the job by reference to the job description above.
- b) Work through each point on the person specification and say how this applies to you. You must demonstrate all the essential (E) features; if you do not meet a desirable (D) feature, just say so. Include everything you think is relevant.
- c) Submit your application by 11a.m. on **Thursday April 24th** to: salli.ward@chalkhillcommunitycentre.org including your name and contact details.
- d) You can also submit your CV but this is not required and you should still follow a) and b) and c) instructions here.

Any enquiries also to salli.ward@chalkhillcommunitycentre.org