

Friday Activities Leader - Job Description

Job Title: Friday Activities Leader

Employed by: Immanuel URC, Southbourne

Reporting to: Sally Nevitt, Older Persons' Director

This post is offered on a 1 year contract, subject to review.

Hours: 7 hours per week throughout the year, except for 2 Fridays at Christmas, and Good Friday.

Each Friday consists of Singing for the Mind (10-12), Link Lunch (12-12.45) and Friday Films (2 – 4)
The post holder will have 30 minutes unpaid lunch break, and work for 45 minutes at the beginning and end of the day, preparing and setting up, and clearing away.

Salary: £11.44 per hour paid in 12 equal monthly instalments.

Annual Leave: 28 days pro rata

Purpose of Job:

- To provide a safe, welcoming social environment in which people feel accepted, experience friendship, and enjoy themselves.
- Within Singing for the Mind, to deliver a programme which enables people living with memory loss, and their carers, to reminisce, and be stimulated, through the use of music.
- To liaise with Immanuel Church's Volunteer Coordinator to recruit, develop and work with a team of volunteers, through information, guidance, and support.
- To ensure Friday Activities are fully inclusive for all involved.
- To promote, maintain and support the Christian ethos of Immanuel Church, in demonstrating values such as compassion, helpfulness, respect, integrity, sensitivity, and trustworthiness in your work.



Key Tasks

- Plan, deliver and evaluate Friday Activities, managing resources, and maintaining rotas.
- Be aware and comply with the policies of Immanuel Church, particularly in relation to Safeguarding and Health and Safety. Take responsibility for Safeguarding and Risk Assessments within Friday Activities.
- Before each session conduct a visual health and safety risk assessment, ensuring, as you prepare the hall, toilets, and kitchen areas that any safety issues are resolved before members arrive.
- Ensure enough volunteers are available at each activity to safely deliver the programme and support supervise and interact with the number of people attending.
- Ensure that the volunteers feel valued and supported within their role, getting to know them, and working to their strengths.
- Ensure at three points in the day (before Singing for the Mind, before Link Lunch, and before Friday Films) that tables and chairs are set up, or rearranged, and that participants are helped to move when necessary. Clear away the furniture at the end of the day.
- Develop an understanding of the members attending the groups, so that they may be grouped to enable interaction and the building of friendships, as well as their own safety.
- Ensure that at each activity individual members are welcomed, and that a weekly register of attendees for each activity is kept and stored in the Church Office.
- Record weekly subscriptions and expenditure, storing cash in a locked cash box which is left in the Church Office.
- Order and pay for refreshments to be served, ensuring that they are ready before the start of each activity.
- Help to serve the Link Lunch.
- Run a short film, through the multi-media projector, while guests are arriving for Friday Films.
- Introduce the main film and give notices.
- Run the main film.
- Help with serving refreshments.
- Attend all mandatory training, which may include Safeguarding and First Aid.
- Take part in the Church's Annual Appraisal and Supervision systems as required.
- To complete any further tasks, which may reasonably be requested, by your Line Manager.

