

Farnham ASSIST - Job Description

Job Title: 2 x Lunch Coordinator (Hale and Central)

Responsible to: Farnham ASSIST Manager

Hours: 25 per month (8 fixed hours for one Saturday a month (the Hale Lunch) or 8 fixed hours for one Sunday a month (the Central Lunch) between 8.30am and 4.30pm – the remaining hours are flexible to suit the post holder but may include occasional weekends/evenings)

These posts can be combined to suit the right candidate in which case it would be for 44 hrs a month.

Salary: £11 an hour

Length of contract: Fixed term until 31st July 2022 but renewable subject to funding. A decision to be taken on renewing the posts by no later than 31st May 2022.

Start date: 29 November 2021

Annual leave: 25 hours a year (17 hours until 31st July 2022). Leave should not be undertaken on the weekend of the relevant lunch which is usually either the 2nd Sunday (Central) or 3rd Saturday of the month (Hale).

Main purpose of the Job:

- To coordinate the monthly weekend lunches for either Hale or Central town.

Position in Organisation

- Directly responsible to Farnham ASSIST Manager.

Scope of Job

- To be responsible for the co-ordination of the weekend lunches.

Dimensions and Limits of Authority

- To hold debit card with limited sign off authority from Farnham ASSIST Manager.
- To represent ASSIST at relevant client events.

Duties and responsibilities:

To be responsible for the coordination of the lunches

- To organise volunteers to ensure that the monthly weekend lunches are adequately staffed and produce monthly rotas.
- To be the Coordinator at either the Central or Hale lunches ensuring that all the arrangements are in place.
- To ensure that the catering equipment is renewed and is well maintained.
- To liaise with volunteers and clients promoting the work of Farnham Assist.
- To keep a simple record of lunch income and costs for the Manager.
- To oversee all administration linked with the lunches including the update of the Farnham Assist database of clients and volunteers who attend the lunches.
- To purchase lunch items on behalf of the charity and liaise with the butcher/other providers.
- Support the effective development and implementation of all Farnham Assist policies and procedures as they relate to all working practices e.g. confidentiality, lone working and health and safety

- To carry out other duties as reasonably requested by the ASSIST Manager. This may include helping at other ASSIST events with reasonable notice.
- To participate in team days as appropriate throughout the year

Farnham ASSIST is a Christian charity that serves older people within the Farnham area. These roles do not require a Christian faith but post holders will be expected to respect the wider values and mission within their work.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria
Good standard of education and evidence of on-going personal development	Experience of working with older people and some understanding of the needs of older people
Excellent communication skills – written and verbal	Ability to network with others
Good health as the work is physically demanding and involves some lifting	Experience of voluntary work in the community
Experience of working in a small team	A Christian faith and affiliation to a recognised church
Appreciation of the role of a volunteer with the ability to oversee an event and give direction to others	
Good time management	
Flexibility to work some evenings and weekends	
Competent in IT	
A commitment to the values and mission of ASSIST	
Current driving licence	

September 2021