



## **Job Description and Person Specification**

<b>Post:</b>	Activity Worker
<b>Reporting to:</b>	Chief Executive
<b>Responsible for:</b>	None
<b>Terms:</b>	Post 1 - 5 hours per week for one year. Post 2 - 5 hours per week for one year.
<b>Salary:</b>	£14.26 per hour. (£27,807 full time equivalent (37.5 hour week))
<b>Pension:</b>	8% (5% employer and 3% employee)

### **Overview**

Southside Community Centre Association SCIO has received funding from Edinburgh Voluntary Organisations Council (EVOC) to provide four weekly group work sessions for one year through our Southside Connections programme. As such this post is for one year only, though if funding can be secured the post may be extended.

Each activity session is intended to address isolation and loneliness by regularly and consistently bringing people together in a safe, welcoming and inclusive environment.

Post 1 – In centre activity focused on residents ages sixty plus;

- The 'Chatter Club' is a weekly ninety-minute opportunity for participants to come together over a drink & a biscuit whilst enjoying large group or small group conversations, with or without conversational prompts.
- The 'Activity Club' is a weekly ninety-minute opportunity for participants to enjoy a range of activities from games & puzzles to arts & crafts.

Post 2 – Activity focused on our centre garden and nearby garden/nature opportunities;

- 'Our garden' is a weekly ninety-minute opportunity for residents to connect with nature and each other whilst tending to and enhancing our garden areas.
- 'Local gardens' will see participants visit local gardens and nature spots where they will be able to benefit from being outdoors, gain new knowledge, learn new skills and get some practical hands on experience.

All sessions are required to be undertaken Monday to Friday during the day however, exact sessions days & times shall be agreed with the post holder/s.

Post 2 will be supported by an experienced gardener who will advise on all aspects of gardening whilst the worker focuses on leading the group work.

*Note: Both posts may be carried out by the same postholder should they wish to apply for & be offered both posts.*

## Major tasks & activities

1. **Planning.** You shall contribute to the planning of activities, taking into consideration the views & needs of the participants. This will include contributing to risk assessments.
2. **Promoting.** You shall contribute to the promotion of the activities both within & outwith the centre.
3. **Delivering.** You shall deliver activity sessions ensuring that they are well managed, safe, inclusive and welcoming. This may include working with volunteers to support delivery of the sessions.
4. **Recording, monitoring and evaluating.** You shall create & maintain records relating to activities which will be used to monitor and evaluate the ongoing programme of activities.
5. **Organisational policies & procedures.** You shall adhere to all organisational policies & procedures.

## Other tasks & activities

1. **General administration and enquiry handling.** You shall be expected to contribute to a number of general tasks associated with the activities you provide and our wider work in relation to the management of the centre.
2. **First aid and fire warden.** You shall likely be expected to act as a first aider and fire warden in relation to the activities you deliver, and other activities or services provided by us, having completed relevant training.
3. **Supporting projects and initiatives.** You shall be expected, where possible & required to support other aspects of our programme, projects and initiatives.

## Person specification

Knowledge and Experience	Essential	Desirable
Experience of working with a diverse range of community groups		✓
Experience of working within a similar setting		✓
Experience of working in a similar role		✓
Knowledge of safe working practices	✓	
<b>Aptitudes, Skills and Qualities</b>		
Friendly and approachable manner	✓	
Ability to work on own initiative and be a 'self starter'	✓	
Suitable ICT skills	✓	
Excellent written and verbal communication skills	✓	
Enjoyment of working with community groups	✓	
Able to build strong relationships with centre users	✓	
Ability to prioritise workload	✓	
Ability to remain clam under pressure	✓	
The ability to be flexible and adaptable in performing tasks which are normally outside the job specification but considered commensurate with the role.	✓	
Ability to multi task	✓	