



Job Description and Person Specification

Post:	Activity Worker (Southside Connections)
Reporting to:	Chief Executive
Responsible for:	None
Terms:	Fixed term for 12 weeks starting early November
Salary:	£14.26 per hour
Working pattern	Sundays from 11am until 4pm
Pension:	Outwith scope of automatic enrolment
Paid leave:	6 hours
Closing date:	6pm on Friday 25 October 2024

Overview

Southside Community Centre Association SCIO manages Southside Community Centre in partnership with the local authority. As part of our work we undertake various projects and initiatives which support citizens from our immediate locality and beyond to thrive through the provision of various educational, health, creative and social opportunities.

Having recently began opening our centre on Sundays we have secured funding to utilise our in centre café space as a '**Warm and Welcoming Sunday Café**' which will operate from 10am until 3pm for 22 Sundays, from early November. The café will provide an inclusive, safe, warm and welcome space, primarily for older citizens, during the cold winter months. Free hot drinks shall be provided to all those coming along.

For twelve weeks of the café you will lead activities for those attending, and who wish to take part, including arts & crafts, board & card games or group conversations. You will have use of the café space and other centre spaces as & when available.

During this initiative you will be supported by centre janitorial colleagues who will help with setting up, spot cleaning and clearing away. Volunteers may also be present. A separate café worker will oversee the café space including the serving of drinks.

This post is funded by Edinburgh Voluntary Organisations Council using funding from the Communities Mental Health and Wellbeing Fund.

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

Working in a community centre requires a willingness to take on a number of ad hoc small tasks and activities in order to support the smooth running of the centre.

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		✓
Aptitudes, Skills and Qualities		
Ability to work safely to avoid near misses, illness or injury of yourself and others.	✓	
Ability to work using own initiative and be a 'self starter'.	✓	
Ability to remain clam under pressure.	✓	
Ability to prioritise workload.	✓	
Enjoyment of working with community groups.	✓	