

## **Belle Isle Senior Action - BISA 59 CLUB - CENTRE WORKER**

### **Job Description - Centre Worker**

**Hours:** 30 hours per week

**Grade:** Scale Point 5, £19,312 pro-rata

**Leave:** 28 days plus statutory bank holidays

**Employing Body:** Belle Isle Senior Action – (BISA)

**Line Manager:** Project Manager

The function of this post is to ensure that the services of Belle Isle Senior Action (BISA) are provided in accordance with the aims and objectives of the organisation and that the Trustees and volunteers are supported to that end. The hours of work are 30 per week, which may include evening and weekend work. The employer is Belle Isle Senior Action - BISA. You are responsible to the Project Manager who is your Line Manager and ultimately to the Chair of Belle Isle Senior Action.

#### Duties of the Post

1. To be responsible for the day-to-day running of the Centre including: General housekeeping and cleaning of the Centre; Ensuring adequate supplies of materials and sundries; Ensuring that all necessary repairs and maintenance needs are reported to the Project Manager; Ensuring Health and Safety and Food Hygiene requirements are fulfilled. Respond to day-to-day enquiries relating to the Centre and liaising with other local organisations whose work has a direct bearing on the services we provide.
2. To support and co-ordinate existing groups at the Centre and assist in the development of new groups and activities as appropriate. To organise and facilitate a variety of group activities.
3. To support the 59 Advisory Group by attending meetings and regularly communicating with Group Representatives and liaising with the Project Worker responsible for Social Contact.
4. To maintain adequate administrative and financial systems and records that comply with the requirements of Belle Isle Senior Action. To collect monies as required.
5. To participate in trips and holidays from the Centre which will require some out of hours work at agreed times.

6. To organise transport to and from the Centre as required by driving the organisations minibus. Escorting for a volunteer driver as necessary and organising other appropriate transport when required. To carry out regular routine safety checks on the minibus and report any faults to the Project Manager. To refuel the minibus as required.
7. To work with Project Worker responsible for social contact to organise fund-raising activities and events at the 59 Centre.
8. To work in co-operation with the Project Worker responsible for Social Contact to ensure consistency of approach and service.
9. To work with volunteers placed at the Centre.
10. To fulfil and promote the general aims and objectives of Belle Isle Senior Action.
11. To maintain confidentiality.
12. To work within the contract requirements of Belle Isle Senior Action.
13. To undertake any other tasks related to the aims of Belle Isle Senior Action which are reasonable to the post.

### **PERSON SPECIFICATION**

BISA aims to provide high quality services adhering to principles of best practice and in line with our aims and objectives. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

We expect all employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact.

<b>Essential</b>	<b>Desirable</b>
Proven experience of delivering projects, including monitoring and evaluation.	Appropriate training e.g. community development, needs assessment, customer relations, safeguarding.
Excellent people skills.	Appropriate soft sales experience.
Ability to recruit, lonely / isolated older	Experience of living and/ or working in

people.	Belle Isle.
Enthusiasm for learning and sharing that learning.	Knowledge of the locality and local organisations / activities.
Experience of working with and supervising volunteers.	Experience of managing volunteers.
Full UK driving license. Able to drive a minibus and / or undertake and pass training to so do.	Knowledge of issues faced by and sensitivity to the challenges elders face.
Proven capabilities of using IT systems such as PC, mobile phone, office software and Social Media.	Experience of delivering community events.
Knowledge of safeguarding issues relating to older people.	Current DBS in place.
Ability to work proactively and independently, as well as within a team.	Ability to represent the organisation at meetings and other community events.