



## Friends of Fairford and Lechlade Communities

(Reg. Charity No: 1180059)

The League of Friends of Fairford Hospital

(Reg. Charity No: 1006416)



### Job Description

|                        |                                                                                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>      | Edna Dawes Lunch Club Team Leader                                                                                                                            |
| <b>Reports to:</b>     | Trustees and General Manager of the Friends of Fairford and Lechlade Communities (the Charity)                                                               |
| <b>Location:</b>       | Your Home and the Lunch Club Venue                                                                                                                           |
| <b>Salary:</b>         | £10,524.43 per annum                                                                                                                                         |
| <b>Job Purpose:</b>    | Responsible for the efficient running of the Edna Dawes Lunch Club (the Lunch Club), including management of volunteers, organisation and operational duties |
| <b>Direct Reports:</b> | Refer to Structure Chart attached                                                                                                                            |
| <b>Working Hours:</b>  | 16 hours per week                                                                                                                                            |

### Responsibilities and Duties:

Effectively and efficiently manage the running of the Lunch Club and its volunteers with the aim of achieving maximum capacity of members at each session, delivering an enjoyable, relaxing, social atmosphere as well as being aware of the members comfort, health and wellbeing.

Attend and undertake all necessary tasks at each Lunch Club session. This includes setting up and clearing away equipment and furniture in the areas used for the Lunch Club, ensuring all areas are left clean and tidy before vacating the venue.

Organise a healthy and nutritious meal for the members attending each Lunch Club session.

Successfully prepare and deliver engaging activities for the members at each Lunch Club. This could be reflective of the calendar festivities, encourage lifestyle benefits or promote a better wellbeing for the members.

Arrange the transport required for members to attend the Lunch Club.

Assist members and supervise their safety and wellbeing at all times, including to the toilet facilities and to their mode of transport if required.

Ensure maximum capacity of each Lunch Club through effective and consistent communication to members, and their carers or family members if necessary, creating a waiting list when required.

Arrange initial home visits for potential members wishing to join the Lunch Club.

Recruit the necessary number of volunteers required to cover the Lunch Club.

Communicate with the volunteers, ensuring a roster allocating relevant tasks is compiled and distributed in good time.

Deliver an induction programme and necessary training for volunteers and provide supervision and support to ensure they are able, confident and proficient to perform their roles and feel part of the team.

Maintain effective communication with relevant Lunch Club venue staff.

Manage and monitor the upkeep of Lunch Club equipment and the storage facility, including disposal of unwanted goods.

Achieve and maintain a high standard of hygiene, housekeeping, organisation and cleanliness in all areas of the Lunch Club venue for staff, members and volunteers.

Ensure compliance with Health and Safety Legislation providing a safe and secure working environment for staff, volunteers and members.

Ensure all policies and procedures, relevant documentation and administration tasks are adhered to and reviewed in the required time frame.

Complete and submit weekly session reports and financial expenditure checks, ensuring all relevant documentation is processed and all discrepancies are investigated and documented.

Report notifiable events to the Management Committee via the Chair, General Manager or another nominated individual.

Chair and prepare the agenda with any relevant papers, for the Annual Lunch Club Volunteer's Meeting

Attend the Charity's AGM to deliver a prepared report on behalf of the Lunch Club.

Attend all training courses and meetings as directed by the Management Committee or General Manager, relaying relevant information to all volunteers.

Represent the Charity as an active, community organisation, ensuring that actions and decisions reinforce the Charities core purpose.

Regularly liaise and communicate with the General Manager to ensure clear, consistent and smooth organisation and delivery of the Lunch Club.

Report to the and Management Committee on members, engagement and promotional ideas through the General Manager, Chair, or another nominated individual.

Support and promote the Charity's fundraisers and initiatives as directed by the Trustees or General Manager to volunteers and Lunch Club members.

Liaise with relevant local or national organisations to aspire to and share best practice.

Undertake any other appropriate and reasonable task within the scope of the job as directed by the Management Committee via the Chair, General Manager or another nominated individual.

## Structure Chart

### Friends of Fairford and Lechlade Communities Structure Chart

