



JOB TITLE: **Social Hub Co-ordinator**

RESPONSIBLE TO: **Operations Manager**

Hours per week: **14 hours**

Co-ordinating the Social Hub at Buddys on a Saturday 9:30am – 2:30pm (5 hours). Plus 9 hours per week arranged in a fixed pattern with the Operations Manager. Set within these days and times: Monday – Thursday 10am -2pm.

Contract: **Permanent**

Salary: **£9,967 PA (£25,900 pro rata)**

Job Description

We are looking to expand our existing team at Buddys to support current staff and maximise the potential at the social hub. Worthing Mencap have been delivering the Buddys Coffee Shop (Social Hub) for many years now and are looking to build on the excellent opportunities available to people with a learning disability or autism in the area. The demand is there, we are looking for the right person to help us meet this demand.

The role holder will be expected to work independently to plan, organise and deliver group social activity from Buddys and in the community. Group activities will be led by the role holder, potentially with support from volunteers (if available), but lone working with groups of people with a learning disability or autism will happen within this role. Activity attendees will bring their own 1-1 support if required.

The role holder will run groups throughout the week to fit in around activity that is already taking place in the weekly programme. The role holder will take full responsibility for a weekly Saturday club that will be based from Buddys, whilst also making use of things available in the community. Activity choices will be led by our members. The role holder will work as part of a wider team that will help with advertising groups and signposting new attendees.

Desired work pattern (negotiable):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 - 2	10 – 2	12 – 2			9:30 – 2:30	
2 hours	4 hours	2 hours			5 hours	

Main duties –

- To run a programmed Saturday club based from Buddys. For example, meeting at Buddys, engaging in an activity at Buddys, having lunch followed by an afternoon activity.
- Facilitate social activities / sessions in Buddys across the week. Replicating the success of other sessions that run from Buddys during the week.
- Organise and run non-regular activities such as trips to local attractions, theatre shows etc.

Responsibilities –

- To plan, organise and deliver a programme of activities on a Saturday. Also, at other times during the week.
- Be responsible for groups of adults with learning disabilities/ autism during sessions. Including out in the community and public spaces.
- Lead a team of volunteers who are supporting sessions, where available.
- Keep registers and collect payments for activities.
- Be a key holder for Buddys

Our Vision

To enable people with disabilities, primarily those with a learning disability to lead full and independent lives.

Our Mission Statement

To champion the rights and provide support to people with disabilities, primarily those with a learning disability and their families, carers and supporters. We will achieve this through a range of opportunities and services in the Worthing and surrounding area to enable them to lead independent lives engaging fully in the local community.

Our Values

INFORMED by our members

RESPECT all people

CHALLENGE wrong ways of thinking about disability

TRANSFORM lives

CONFIDENT and develop new ideas whilst growing peoples strength

INCLUSIVE encompassing all abilities

Experience	Essential	Desirable
Background in the public or voluntary sector		X
Experience working with people with lifelong disabilities	X	
Experience of supporting people with lifelong disabilities in the community	X	

Experience of leading people in a group setting	X	
Driver's licence and access to a car		X
Skills	Essential	Desirable
Excellent communication skills	X	
Ability to organise and plan activities for groups of people	X	
Ability to recognise and respond to people's individual needs	X	
Ability to use initiative in a live environment	X	
Previous experience of working in new projects		X
Ability to demonstrate continuous development in own work-related skills and knowledge		X
Ability to be innovative and use initiative to meet a group need / want	X	
Ability to be responsive and adapt to unpredictable circumstances in a work setting	X	
Ability to work with and motivate volunteers	X	
A sound knowledge of safeguarding		X
Personal attributes	Essential	Desirable
Sociable	X	
Approachable	X	
Excellent interpersonal skills	X	
Adaptable	X	
Patient	X	
Creative	X	
Resilient	X	
Enthusiastic	X	
Innovative	X	
Shows initiative	X	

- **Worthing Mencap is committed to safeguarding and promoting the welfare of all vulnerable people using our services. We expect all staff, volunteers and visitors to share this commitment.**
- **There is an expectation that all staff will actively participate in some fundraising and promotional events outside of paid working hours to support the charity's mission.**
- **This post is subject to enhanced Disclosure and Barring Service check (DBS), satisfactory references, proof of qualifications (if applicable) and a 6-month probation period.**
- **Appropriate training will be given to the successful applicant (if applicable). Proof of right to work in the UK required.**
- **Worthing Mencap is a level 2 Disability Confident Employer and is proud of our diverse staff and volunteer team.**

How to apply:

Please contact our office to arrange for application forms to be sent via email. 01903 202030
Buddys@worthingmencap.org

This is an open application process. Applications open until the right candidate is found.