

Job Description

Job Title:	Social Activities Coordinator
Reports To:	Chief Executive
Responsible for	Club (twice a month), coffee mornings, weekly ten pin bowling, trips, general office duties
Purpose of the job:	To ensure the smooth running of activities organised by Southend Blind Welfare Organisation

Main Responsibilities

Tasks

To plan and deliver a programme for the members' Club that runs twice a month.

To support members and help with associated admin, for a weekly ten pin bowling session.

To plan and deliver a programme of trips in and around the local community for members.

To plan and deliver a programme of coffee mornings at the Centre for members.

To collect relevant subs/fees and record attendance for each activity.

To manage the relevant administration related to all activities.

To complete risk assessments for clubs and trips ensuring that all activities are run safely.

To liaise with the Centre staff to ensure members' needs are met in terms of their visual impairment and activities are promoted internally and externally.

To refer to the Membership Assistant any members that need befriending or follow up calls.

To answer the phone at Head Office and refer calls appropriately and cover staff in the Centre when necessary.

Manage a monthly mail-out to members and update the Centre window with promotional material.

Volunteer Management

To liaise with the Training and Development Manager/Chief Executive to ensure sufficient numbers of volunteers are available for the safety and pleasure of our members undertaking activities.

Supervise volunteers at activities.

Ensure Volunteers are appropriately trained and have the relevant safeguarding training and DBS check.

Financial Management

To undertake the collection of monies from members and keep financial records up to date.

Effective Performance of the Organisation's Vision and Mission

To ensure that the organisation's services are provided to the highest standard.

To treat our members with respect and understanding.

To represent Southend Blind Welfare Organisation at external meetings, as required.

Special Circumstances

Considerable flexibility is required, as the Activities Coordinator will be required to accompany members on day trips and some evening activities.

Terms and Conditions

Salary:	By arrangement
Hours of work:	20 hours
Location:	Southend-on-Sea
Holiday Entitlement:	25 days per annum (pro rata)
Probationary Period:	6 months