

**Freelance Opportunity Role Description
(Contract will be available to sign on the first day start working)**

Role title	Monday Club and Talking Tables Groups Support Sessional Worker
Salary	£15.00 per hour
Hours of work	9 hours per week
Line management reports	n/a
Accountable to	The Project Lead
Liaison with	Staff team, partners, service users, volunteers and other appropriate individuals and agencies.
Role purpose	To support our Older People Project Lead and volunteers in the successful delivery of our Monday Club and Talking Tables groups and other related activities.

Overall duties include:

- Oversee Monday Club and Talking Tables older people groups on Wednesdays and Fridays between 11:00am and 1:30pm
- Complete the activity register for each session and ensure attendee data is up-to-date in Excel and Upshot (our CRM database)
- Liaise with the Project Lead to create a monthly schedule of activities, outings, and trips for the groups
- Gather data required for writing monitoring and evaluation reports
- Undertake general administrative duties, including photocopying and printing
- Gather craft items needed for the groups' activities
- Arrange monthly meetings for the Project Lead and volunteers and take notes

Other benefits:

Subsidised lunch

Person specification

Essential

Skills, experience, and knowledge

1. Excellent administration skills and highly organised
2. Good communication skills, both verbally and in writing, with an ability to listen actively
3. Understanding of the importance and requirements of safeguarding, GDPR, equalities and health and safety in a service context and willingness to incorporate these into your work
4. Ability to work on your own initiative and as part of a team.
5. Experience of working with vulnerable older people
6. Good IT skills and competent in Microsoft Office (Word and Excel) and database administration.



Competencies

1. Demonstrates initiative to think ahead and take prompt action to solve problems
2. Applies creative thinking and suggests new ideas
3. Works collaboratively with others for the good of the organisation and builds a network of good working relationships
4. Committed to achieving results, taking personal accountability for work

Other

This role is subject to a valid enhanced DBS check.