



Scarborough Survivors Mental Health Resource Centre and Crisis Café

JOB DESCRIPTION

Activities Coordinator

Hours:	25 hours per week (some weekend working)
Salary	£19,500 (pro rata £13,000)
Pension:	Auto-enrolment
Contract:	Permanent
Holiday:	28 shift days (full year)
Accountable to	Chief Executive Officer via Centre Coordinator
Place of Work:	Resource Centre, 9 Alma Square, Scarborough

Scarborough Survivors

A voluntary registered charity supporting people over the age of 16 affected by poor mental health. The charity has been operating in Scarborough since 1994 and is service user-led. We were awarded the Queens Award for Voluntary Services in June 2017. As of December 2018 we extended our service to provide support 7 days per week.

Key Responsibilities

- The arrangement of activities, workshops and talks
- Be in the Centre daily during opening times to engage clients in activities and conversation. Ensure the relevant equipment is ready for the activity
- On days when the workshops and talks are not running, the Activities Coordinator will run quizzes, daily topics for conversation, games, karaoke etc
- Creating a warm and welcoming atmosphere to everyone who access our service
- Prepare a brief for the CEO of the activities provided and the uptake on a monthly basis to form part of the papers for the Board of Trustees
- Ensure that a relevant monitoring tool is used to gauge the difference the activities are making on the service users wellbeing

Additional duties

- Welcome new referrals to the centre, assist the Centre Co-ordinator in the aspects of the safe running of the Centre over the opening period
- Communicate effectively with other team members ensuring that relevant information is passed on appropriately and accurately
- Observe the Centre Rules, Policies and Procedures

- Keep the CEO and Centre Co-ordinator informed of any problems / issues in a timely and appropriate manner

Person Specification / Selection Criteria

Essential

- An understanding of and sensitivity to the needs of people living with mental health problems.
- Discretion and judgement when dealing with sensitive and / or confidential information
- Excellent organisational skills
- Good verbal communications and interpersonal skills

Desirable

- Mental Health First Aid
- First Aid

Values

Strong commitment to the ethos of Scarborough Survivors
Good work ethic

Supervision & Support

- Line Management by Chief Executive Officer
- Responsible to the Chief Executive Officer
- Regular Team Meetings
- Scarborough Survivors has a system of annual appraisals
- Scarborough Survivor is committed to training as appropriate

The post is subject to Enhanced DBS Check