



Scarborough Survivors Mental Health Resource Centre and Crisis Café

JOB DESCRIPTION

Weekend Coordinator

Hours:	15 per week Friday, Saturday, Sunday
Salary	£10.00 per hour
Pension:	Auto-enrolment
Contract:	Permanent
Holiday:	5 shift days (Plus Good Friday)
Accountable to	Chief Executive Officer via Centre Co-ordinator
Place of Work:	Resource Centre, 9 Alma Square, Scarborough

Scarborough Survivors

Is 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

- Welcome new referrals to the centre
- Responsible for the safe running of the Centre over the weekend 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
- Good verbal communications and interpersonal skills

Desirable

- Mental Health First Aid
- Food Hygiene Certificate Level 2
- 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