

JOB DESCRIPTION

1. JOB INFORMATION

Job Title	Wellbeing/Café Coordinator
Reports to	Minister in Training

2. JOB PURPOSE

Wellbeing/Cafe Coordinator will oversee the activities relating to the café and seek to improve the overall wellbeing of those who engage with our groups, activities, and community café from within the church and local community. The role involves increasing well-being, combating loneliness, and minimising the need for clinical interventions.

3. KEY ACCOUNTABILITIES

Main responsibilities

- You will coordinate the daily running of the community café and the community activities that run alongside it. This includes but is not limited to Just b, ROC youth cafe, Little Wonders and Baby Stars and Table tennis which is all supported by volunteers.
- Collaborate with the chef/cook to co-ordinate lunches within the café for various groups and events.
- Establish and maintain effective relationships with all groups/activities and their leaders. Ensure up-to-date information on available support services for accurate signposting.
- Recruit, train, and supervise volunteers, matching them to serving opportunities.
- Maintain records, adhere to confidentiality guidelines, and provide necessary monitoring information.
- Monitor safeguarding, health and safety, data protection, food hygiene and equal opportunities policies.
- Work with service users individually and in forums to co-design activities.
- Signpost people to appropriate pastoral care and/or support within the church or beyond.
- Attend staff meetings and weekly prayer meetings.
- Help promote and raise awareness of BCC.

Additional information:

- This role involves work with all ages.
- Additional flexible hours may be required throughout the year.
- Undertake any other reasonable or ad hoc duties from time to time allocated to the role.

4. JOB DIMENSIONS

Staff – Direct reports	Volunteers on Shift
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5. PROFESSIONAL QUALIFICATIONS / SKILLS / WORK EXPERIENCE

Knowledge and Experience	Desirable: <ul style="list-style-type: none">• Practical experience of working in a community or café setting• Knowledge of food hygiene and Health & Safety criteria for catering outlets
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	<ul style="list-style-type: none"> • Knowledge of Safeguarding, Family Support and Food Hygiene as well as safe practice in all these areas • Experience working with all ages, adults, teenagers and children
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Capable of coordinating all aspects of café operations • Ability to coordinate and empower volunteers. • Able to plan and assist with activities and groups at the cafe. • Able to work on own initiative as well as in a team. • Relevant experience in community support, mental health, or wellbeing. <p>Desirable</p> <ul style="list-style-type: none"> • A desire to meet people where they are at, encourage and empower them
Personal Attributes	<p>Essential:</p> <ul style="list-style-type: none"> • Ability to stay calm in a busy café environment. • Good Listening Skills • Strong communication and interpersonal skills. • A willingness and ability to communicate their own story of their faith journey. • Approachable and friendly, with the ability to communicate with a wide range of people. • Flexible and adaptable attitude towards work <p>Desirable:</p> <ul style="list-style-type: none"> • Enthusiasm for collaborating with others to create community

6. COMPETENCIES

1. Fostering Teamwork

As a team member, the ability and desire to work co-operatively with others on a team; as a team leader, interest, skill, and success in getting others to learn to work together co-operatively.

2. Managing Performance

Taking responsibility for one's own performance by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.

3. Communication

Ensuring that information is passed on to others, as necessary. Being technically competent in the use of the computerised communication and information packages that the Church uses

4. Building Collaborative Relationships

The ability to develop, maintain and strengthen relationships with others inside and outside the Church and the ability to communicate effectively with all ages and a wide range of people.

5. Forward Thinking

Anticipating the implications and consequences of situations and taking appropriate action to be prepared for possible contingencies.

6. Stress Management

The ability to keep functioning effectively when under pressure.

7. Initiative

Identifying what needs to be done and proactively attending to it.

8. Thoroughness

Ensuring that one's own and others work, and information are complete and accurate. Careful preparation and planning, ensuring things are always left tidy and clean and paperwork is completed.

7. CONTROL

Date	March 2024
Completed by	Mary Ngatia/Adam Eakins/Jodie Hollowell/Andrea Madden
Agreed by	The Trustees

To apply please send your CV detailing your experience and how you might fulfil the job description. Please email your CV as an attachment to mary.ngatia@broadmead.org.uk. Closing date is 5pm 5 April 2024.

This is a part time role, 26 hours per week.

Fixed Contract for 1 Year with a view to extend.

The hours are Mon-Thurs 9-3pm and every 3rd Saturday in the month.

Full Time Equivalent - £24,121

There is a Genuine Occupational Requirement for this postholder to be Christian.