

Lunch Club Coordinator

Job Description and Person Specification

Job Title	Lunch Club Coordinator	
Special Conditions	<ul style="list-style-type: none"> • 15 hours Per month • 12 Month- term with possible extension • £11.44 Per hour • Includes working the 1st and 3rd Wednesday of each month • Enhanced DBS check required 	Flexible working
Managed by	Operations Manager on behalf of Pershore Plus Volunteer Centre (PPVC)	
The postholder manages \supervises:	Lunch Club Volunteers	

Job Purpose

The purpose of this role within the Pershore Plus Volunteer Centre is:	The PPVC Lunch Club is a project of the charity that has been running for many years, the Lunch Club has a lot to offer the community, providing a warm, welcoming space, as well as nutritious hot meals at a reasonable price. We are looking for someone with vision to work closely with our Community Builder to grow and expand this popular club to the wider community. To work with the residents of Pershore to build a more cohesive less isolated, healthier community, whilst promoting independence and assisting individuals to become more connected within the community.
Responsible for demonstrating commitment to working in line with the Pershore Plus Volunteer Centre values.	

Key Activities and Responsibilities. All accountabilities will be carried out in line with Pershore Plus Volunteer Centre policies, procedures and relevant regulations and legislation.

- To contact referrals and complete all relevant paperwork for customers
- To arrange assessments for customers
- To arrange transport in conjunction with PPVC

- To book, set up the building (tables, chairs and refreshments) and prepare the kitchen and clean down after
- Ensuring compliance with all food hygiene and health and safety
- To plan, cook (if necessary) and serve meals
- To collect money from customers and complete banking forms
- To assist in recruiting volunteers and organising appropriate training (Food safety and allergen training) and assist them in preparing the club for the day and leaving it clean and tidy
- To meet, greet and socialise with customers and visitors
- Source and implement effective activities for customers
- Be familiar with and up to date with all policy and procedures of the charity, and all expectations and standards of food hygiene and safety
- Develop and expand the lunch club to weekly and the surrounding villages
- To engage with local communities in and around Persshore and the surrounding village. Building a network of contacts within the local communities and engage with existing community groups
- Any other duties as would be expected to successfully run a community lunch club

Personal Specification

You are ...

- Passionate about charitable work
- Self-motivated, resilient, and willing to try new things
- Passionate about delivering a high-quality lunch club experience
- Able to lead, but also work as part of a team
- A people person, who thrives on hospitality and creating welcome

Education and qualifications or experience

- Experience of working with older people
- Experience of working in catering environment is desirable but not essential
- In possession of or willing to be trained to Level 3 Food Hygiene and Allergen certificate
- Basic computer/email/internet knowledge and skills
- Good written and verbal skills along with the ability to keep concise written records

Essential

- Able to drive
- Ability to work under pressure
- Excellent organisational skills
- Ability to engage with older people

Key Requirements

Qualifications (or knowledge and experience at an equivalent level)	Essential	Desirable
Two GCSE C/Grade 4 in Math's and English Language		✓
Other relevant qualifications or certificates of achievement e.g., communications, mentoring etc.		✓

Experience	Essential	Desirable
Previous experience of working with communities and supporting community projects	✓	
Experience of handling internal and external communications campaigns, managing a breadth of multi-channel communications		✓
Experience of working with a diverse range of organisations and community groups		✓
Experience of working with people from diverse backgrounds or knowledge of equality and inclusion		✓
Supporting community groups and local projects using a strength or asset-based approach to community development	✓	

Skills Required	Essential	Desirable
To understand the importance of discretion and sensitivity when working within communities	✓	
Excellent communications, both written and verbal	✓	
Flexibility to work within different environments and the ability to adapt to changing priorities	✓	
Ability to prioritise, evaluate and self-reflect	✓	
Ability to promote independence of older people	✓	
Facilitation skills and working with volunteers and groups	✓	

Behaviours	Essential	Desirable
Ability to work as a team player and the ability to work independently.	✓	
Ability to communicate clearly to a wide range of audiences.	✓	
Excellent listening skills	✓	
Ability to travel to locations throughout the district	✓	
Awareness of issues facing communities in a rural district		✓
An understanding of budgeting, fundraising and project delivery		✓

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.