Job Offer

Florence Park Over Sixties' Lunchtime Club Co-ordinator

(4 – 5 hours per week, £10 per hour)

Florence Park Community Association is a charity who run a weekly lunch club for the Over 60's providing a hot meal and various activities/talks/interests

Service specification

The successful candidate will work to continue the *Florence Park Over Sixties' Lunchtime Club* which runs every Friday from 12-2pm.

The job will involve

- using the Community Centre's kitchen facilities, sourcing, preparing and cooking food for the club (bulk of the food comes from the food bank)(or managing volunteers)
- coordinating and arranging activities, such as training in IT, crafts, discussions;
- Keeping records of numbers of people at each Lunch Club and obtaining feedback from participants
- publicising and promoting the group in the Florence Park area of benefit to encourage wide and diverse participation;

Key Competencies

- Compassionate and confident in communicating with people at all levels
- Computer Literate
- Organisational skills
- Enthusiastic and self-motivated
- Experience managing volunteers (not essential)
- Food handling experience (preferred not essential)
- Registered/willing to register as self-employed

Please contact us for more details or send through a covering letter explaining your interest and suitability to

florenceparkcommunitycentre@gmail.com FAO Sara Reevell

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