

## **The Sheffield Royal Society for the Blind**

### **Job Description – Club Co-ordinator**

**Hours of Work:** 3 hours per week (6:30-9:30 pm)

**Place of Work:** Mappin Street, Sheffield S1 4DT

**Salary:** Dependent upon experience

#### **General Information:**

The Inbetweeners Club is an exciting new addition to the activities currently offered to SRSB clients. It is a new club designed to meet the needs of SRSB's more active clients who may not be available during the day to attend our Centre. The Inbetweeners Club will offer a range of new activities in 6 week blocks from 7pm to 9pm on a week day evening.

Club attendees will register their interest in advance of the start of a new 6 week block of activities.

#### **Role and responsibilities:**

- To facilitate the smooth running of the weekly activities scheduled
- To welcome and register clients and the external activity provider
- Set up and run the VIP Café on arrival of clients and during the break. To clear up at the end of the evening
- Lock up the Centre at the end of the evening and secure the building
- Ensure that the health and safety of all clients and providers is met
- Regular liaison with a member of SRSB staff.

#### **Person specification:**

##### **Essential**

- Experience of working with groups of people
- Ability to lead a team
- Trustworthy with a responsible attitude towards SRSB's building
- Good organisational and administrative skills
- An understanding of equal opportunities and the ability to apply this to your work

##### **Desirable**

- Experience of working with people with disabilities
- Current first aid qualification
- Current food hygiene certificate