



Job title Coffee Connections Assistant Coordinator

Hours and Place of Work 8 hours per week worked over 2 days.,

Week 1

Day 1 – Office Based (some flexibility, between 9.30am and 2.30pm)

Day 2 – Wednesday, Coffee Connections Event based at a site in Christchurch (9.30-1.00pm)

Week 2

Day 1 – Office Based (some flexibility, between 9.30am and 2.30pm)

Day 2 – Currently Office Based (some flexibility, between 9.30am and 2.30pm)

Week 3/4

Day 1 – Office Based (some flexibility, between 9.30am and 2.30pm)

Thursday – Coffee Connections Event based at a site in Christchurch (9.30-1.00pm)

Main purposes of job

Coffee Connections events are hosted at Housing Association facilities and are designed to build community and engage with as many residents as possible, including those who don't attend.

The Coffee Connections Assistant will take the lead in coordinating and running the events, working with both CCP and resident volunteers.

Key tasks to be undertaken with support of volunteers:

- sending out invitations to residents
- ensuring all equipment needed for the event is available and working
- ensuring there are sufficient supplies for the event
- checking that guest performers/speakers are booked
- assisting with setting up/clearing up the room on the day
- serving beverages and treats to guests
- engaging with guests to ensure they are enjoying the event
- capturing any data relevant to the event so that accurate records are kept for future
- liaising with centre volunteers to ensure event is running smoothly
- maintaining signed GDPR/Photo permission documentation

Reporting to Community Connections Coordinator

Person Specification

	Essential	Desirable



Eligibility	Entitled to live and work in UK Willing to undergo DBS check	
Qualifications	Full driving licence and use of a car	First Aid qualification
Experience		Working with people in a social environment (café, bar, club)
Knowledge & Understanding		An understanding of age/health related needs and requirements Working knowledge of Word and Excel An understanding of Safeguarding, Data Protection and confidentiality policies
Personal characteristics	Warm and friendly personality Adaptable Purposeful and resourceful Excellent communication skills Flexible & team player Ability to keep calm and focussed in pressurised situations Enthusiastic with a desire to improve the lives of those attending	