

JOB DESCRIPTION

EYNESHAM DAY CENTRE (Monday Club)

JOB TITLE: DAY CENTRE COORDINATOR

RESPONSIBLE TO: THE COMMITTEE

LOCATION: EYNESHAM VILLAGE HALL, BACK LANE, EYNESHAM

OVERALL AIMS OF THE DAY CENTRE

1. To provide day care and support to older people in the Eynsham district
2. To provide a caring social environment with a flexible structure in order that individual needs may be met
3. To liaise with carers of older people who attend the Day Centre
4. To respect the rights of older people and their carers and to encourage and promote health, choice, dignity and independence

MAIN DUTIES

- The Co-ordinator should fully support the overall aim of the Day Centre which is to promote the health, welfare and general well-being of elderly people in Eynsham and the surrounding area
- The Co-ordinator, with support of members of the committee, will undertake the day-to-day responsibility of running the Day Centre

Specific duties to include:

- In conjunction with the members of the committee recruit, appoint, train and supervise staff and volunteers
- Maintain a rota of volunteers
- Maintain updated records of members (usually around 20)
- Maintain and update (when necessary) statutory policy documents
- Invite potential clients to undertake an assessment to ascertain whether their needs can be met at the Day Centre
- Keep an account of money received from clients, which shall be paid to the treasurer
- Undergo training as necessary

- Encourage the involvement and interest of the local community in the Day Centre
- Attend committee meetings as invited
- Organise the weekly routine of seated exercises, art and crafts, games etc and the programme of afternoon entertainment/talks
- Instigate, promote and encourage fundraising events

TERMS

The Coordinator provides his/her services on a consultancy basis....the Day Centre is not the employer of the Coordinator

REMUNERATION: fee will be paid at a rate of £100 per each day you attend (salary paid monthly in arrears). This is non-pensionable post.

TAXATION: You are responsible for payment of any tax/national insurance and any other stoppages that may be due (you should invoice the Day Centre Treasurer monthly for your consultancy services).

EXPENSES: any necessary and reasonable expenses on behalf of the Centre will be reimbursed. These may be claimed from the Treasurer.

WORKING HOURS: 0830 – 1500 (Mondays only, closed on Bank Holidays).

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties, which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.

The Committee
Eynsham Day Centre
October 2023