

**Job Description for Deputy Coordinator**

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| **TITLE** | **:** | Deputy coordinator |
| **PURPOSE** | **:** | To support the coordinator and enable the smooth running of Trinity Care Services |
| **LINE MANAGER** | **:** | coordinator |
| **HOURS** | **:** | 4-6 hours per week (negotiable) on a Thursday |
| **SALARY** | **:** | £11 per hour |
| **TERM** | **:** | 6 months initially |
| **OTHER KEY RELATIONSHIPS** | **:** | TCS Management Committee  TCS cook  TCS volunteers |
| **LOCATION** | **:** | Holy Trinity, Clifton Vale, Hotwells, Bristol BS8 4ST |
| **CONTACT** | **:** | Leanne Parkes on 0117 9838878 or [tcs@holytrinityhotwells.org](mailto:tcs@holytrinityhotwells.org) for an informal chat |

Trinity Care Service (TCS) has been present in the community of Hotwells for over 30 years and is based at the Holy Trinity church, Hotwells.

Trinity Lunch Club (TLC) meets every Thursday from 10am-3pm. TLC is a lunch club for everyone over the age of 60, whatever their background or faith - to enjoy lunch, beverages, and activities with us in a warm & friendly atmosphere.

**Principles**

All those who may work with children and/or adults who are vulnerable and/or experiencing or at risk of abuse or neglect must have a commitment to:

• Treat individuals with respect;

• Recognise and respect their abilities and potential for development;

• Promote their rights to make their own decisions and choices, unless it is unsafe;

• Ensure their welfare and safety;

• The promotion of social justice, social responsibility and respect for others; and

• Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must always be reported, in an emergency to the Police or Social Care services, if not an emergency to the Parish Safeguarding Officer.

**KEY RESPONSIBILITIES**

**To support the manager of TCS and deputise in their absence**

The list below is not exhaustive but aims to provide information on the substantial elements of the role. The responsibilities will be regularly reviewed to ensure appropriate priority is accorded to the various tasks and that they are achievable within the hours of the job.

* Assist with recruiting and supervising volunteers including completing induction
* Ensure marketing and social media are regularly updated
* Create and maintain a database for funding applications
* Assist in the day to day running of the lunch club
* Regularly update client records
* Support clients on the day and follow up issues as necessary
* File electronic documents

**Essential requirements for the role**

* Demonstrate understanding of the needs of older people and those at risk in the community
* Team worker
* Excellent interpersonal and written communication skills
* Experience of working in a similar role
* Ability to work in a flexible environment
* Self-starter with initiative
* Skill with social media, computer systems e.g. Word, Excel
* Ability to adapt to change.
* Sympathetic to the Christian ethos of the Church of England
* First Aider or willing to train
* Health and Safety training or willing to undertake

**Desirable requirements for the role**

* Enjoy learning and new experiences
* Understanding of Social Care

Please forward completed application to

Leanne Parkes

Holy Trinity Hotwells

Clifton Vale

Hotwells

BS8 4ST

Or e-mail to [tcs@holytrinityhotwells.org](mailto:tcs@holytrinityhotwells.org)