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|  *N:\Branding\Logos\York Mind\MIND_York_Stack.jpg* Job Description |
| Job Title: | Sunday Coffee Club Manager |
| Hours (including working days) | 7.5 hours per week (4 to be worked on a Sunday, 3.5 to be discussed) |
| Salary: Pro-rata/full time/part time | £25,000 pro-rata |
| Responsible to: | Activities Manager |
| Responsible for: | Sunday Coffee Club worker/Volunteers |
| Primary Base: | York Mind, Highcliffe House, Highcliffe Court, York YO30 6BP |
| **Aim of the post:** | To run a Sunday afternoon coffee club for people with mental-ill health and who are managing their well-being. To provide a safe and supportive environment where people can socialise and meet others.  |
| Main duties: |
| * Work from 1.30pm-5.30pm on Sunday afternoons
* To open up and close the building and adhere to health and safety procedures
* Be responsible for handling and accounting for cash transactions
* Provide support to people using the coffee club
* Provide support to clients who present in distress
* Escalate any safeguarding/crisis concerns to the appropriate agency/manager
* Be a key holder for Highcliffe House-York Mind office
* Deliver, develop and ensure the smooth running of the coffee club
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| Organisational: |
| * **To work within the aims and objectives of York Mind**
* To work within the aims and objectives of York Mind to the benefit of those using our services
* To work within and uphold the policies and procedures of York Mind.

**B) Line Management** * To manage and supervise all staff working on the project
* To ensure suitable procedures are being followed to safeguard the health and safety of volunteers and service users.
* **Financial responsibilities**
* Be responsible for handling and accounting for cash transactions for the club
* **Other**
* To open and close the building and adhere to health and safety procedures
* To ensure all monitoring is completed on time and reported in an appropriate manner to the activities manager
* Engage with line management, supervision, appraisal, training and development as per York Mind policies and procedures.
* To ensure that suitable records are kept in the required manner.
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| **Essential qualifications:** | N/A |

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job, as requested by the line manager.

If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.