



Job Description

Job Title: Sessional Worker – based in Mardy Park, Abergavenny

Responsible to: Wellbeing Director

Salary: NMW dependant on wage banding

Hours: 6 hours per week - Thursdays (1:30pm – 4:30pm) and Fridays (12:30pm – 3.30pm)

Annual leave entitlement: Pro-rated - Full time equivalent is 22 days plus bank & public holidays

Duration of Post: Fixed term contract due to reoccurring Project Funding – Current end date 31/03/2025

Background:

Community Connections

Community Connections is a Bridges Centre project that supports older people to remain active and well with social contact. The project has established a number of social activity groups in order to bring people together to meet others, make new friendships and have a change of scene and some stimulating, enjoyable activity. For many this opportunity is the only opportunity they have to get out and be with other people.

Beneficiaries and Volunteers

The groups are made up of older people and volunteers involved via the Befriending Coordinator. Some people attending the groups are both volunteer and beneficiary and everyone is encouraged to participate in a way that suits their individual needs. Some volunteers have been involved for many years and appreciate the social contact they gain from coming to the groups.

Transport

Beneficiaries generally access the group by having a lift from family or by having a lift from a volunteer driver. Arrangements for each individual will be clarified by the Befriending Coordinator. Volunteer Drivers will be recruited and supported by Volunteering for Wellbeing and the Car Scheme.

Partnerships

We work in partnership with Day Services and Mardy Park to support the ongoing support needs of the group.

Job Purpose:

The sessional worker will be responsible for facilitating social activity groups for Community Connections Befriending Scheme at Mardy Park, Abergavenny.

Main Duties:

For each group the role will involve the following:

1. Planning activities for the group and individuals within it, involving beneficiaries and volunteers in this planning as appropriate and utilising skills and interests within the group.
2. Setting up and clearing away the room.
3. Ensuring refreshments are available.
4. Welcoming people who attend the group.
5. Managing and supporting volunteers in their agreed roles established with the Volunteer coordinator. Volunteering for Wellbeing will introduce further volunteers to roles in groups as required/as they become available. The Volunteer Coordinator will be responsible for conducting reviews with volunteers to ensure they are happy in their roles.

6. Communicate with the Befriending Coordinator about information regarding the needs of beneficiaries attending. The Befriending Coordinator will introduce beneficiaries to the group as places become available in agreement with the sessional worker. The Befriending Coordinator will make transport arrangements for beneficiaries attending.
7. Encourage people attending to donate money for the group session to cover the cost of providing the group.
8. Facilitate the group to be inclusive, supportive and enjoyable.
9. Recommend updates to the group risk assessments via the Wellbeing Director
10. Contribute to evaluation of Community Connections Befriending Scheme
11. Recommend opportunities for group development and sustainability.

Other Duties:

1. To act as an ambassador for Bridges raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To attend meetings and training as required.
3. Take all reasonable measures to follow all Health and Safety policies, procedures, and appropriate legislation as applicable, including personal accountability for the safety of self and others at all times.

Skills Required:

(Evidenced by qualifications, application and previous experience)

Essential requirements

1. Good communication skills - showing an ability to communicate clearly and effectively - both oral and written
2. IT literacy with experience of using Microsoft Office packages
3. Conscientious, honest and reliable team player with the ability to build positive working relationships by respecting and valuing others.
4. Ability to organise, plan and prioritise using own initiative
5. Ability to provide leadership and delegate work to volunteers working on within the sessions.
6. Ability to work with a wide range of people and volunteers

Desirable requirements

1. Voluntary sector experience
2. Experience in establishing and maintaining empathic, supportive relationships with people, their families and carers

Other Requirements:

1. A right to work check and a DBS (Cost covered by Bridges) will be required prior to starting within the role.

The Application Process:

If you would like to apply for this post, please complete the '**application form**' on Bridges Centre's website.

Please send your completed application by email to amy.mcdougall@bridgescentre.org.uk or by post to:
Amy McDougall (HR Administration & Support Officer), Bridges Centre, Drybridge House, Monmouth, NP25 5AS

The closing date for all applications (by post or email) is 11am on Monday 25th March 2024, with interviews on Monday 8th April 2024.

If you are not contacted for interview by 5th April 2024, please assume that you have unfortunately not been short-listed.

Please note; it is not our organisational policy to provide feedback to candidates who have not been shortlisted for interview.