



Lunchtime Activities Leader

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| Salary: | £20,537 pro rata p.a (£11.28 per hour) plus 5% pension contribution [£5,866 pa based on 10 hours a week] |
| Hours: | 10 hours per week. Monday – Friday, 12pm – 2pm |
| Contract: | Permanent |
| Location: | Based at Share HQ , 64 Altenburg Gardens, London, SW11 1JL, with regular working at Share Garden , Gillian Webb Memorial Grounds, Springfield University Hospital, 61 Glenburnie Rd, London SW17 7DJ and Brixton 336 , 336 Brixton Road, London, SW9 7AA |
| Annual Leave: | 25 days per year pro rata (increasing by one day per year until you reach a maximum of 30) |
| Reporting to: | Wellbeing Team Leader |
| Closing date: | 22/05/2022 |

The role

The Lunchtime Activities Leader is responsible for supervise the overall management of the dining area, promoting an orderly and pleasant environment for all, as well as facilitating fun activities that our students can take part in.

You will work in a team of two, to oversee lunch times at Share. You will support students to enjoy their lunchbreak, make new friends, relax and have fun. Part of the role will also involve operating the till, taking cash payments and serving elements of lunch.

About us

Share is a registered charity, passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve them. We offer a range of training, employment, personal development, and leisure opportunities. Everything we do is to help people be more independent and self-directed, make informed choices, be healthier and more resilient, and fully included in society.

Our programmes reflect modern needs and focus on digital skills, health and wellbeing, and developing robust pathways into independent living and employment. Many of our training programmes lead to nationally recognised qualifications.

Main responsibilities:

1. To work in a team to oversee the overall management of the dining area during lunch break.
2. To promote an orderly and pleasant dining environment, where everyone is included and respected.
3. To use ideas from students to organise fun and interactive activities that they can get involved in.
4. To speak to students, encourage them to make friends with others and get involved in activities.
5. To manage occasional situations of behaviour that challenges between students.
6. To ensure students go back to lessons at the end of their lunch break.
7. To operate the till, taking payments and serving lunch.
8. To work as a member of a supportive team and to undertake any other tasks as may be reasonably required.

Person Specification:

Experience, skills and knowledge

1. Excellent interpersonal skills and the ability to relate positively and in a non-discriminatory way to disabled people from a range of backgrounds and communities.
2. Ability to maintain a safe, calm and happy atmosphere.
3. Flexible, energetic and self-motivated with the ability to problem solve.
4. Creative and inclusive in approach to working with others.
5. Enjoys working in a small team.
6. Reliable and punctual.
7. Able to work without supervision.
8. An awareness of the support needs of people with disabilities.
9. An understanding of and commitment to equal opportunities.
10. Experience of working with adults with learning disabilities and autism, would be desirable
11. A current First Aid certificate and the ability to use Makaton, would also be desirable.

How to apply:

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

Please send your CV and our equal opportunities form which can be downloaded at the bottom of this webpage: <https://www.sharecommunity.org.uk/jobs/lunchtime-activities-leader-2>

Please return both to hradmin@sharecommunity.org.uk. Successful candidates will be contacted for a short telephone screening interview and those selected will then go on to have a formal interview at our Clapham Junction site.

If you would like to have chat about the role before applying, please contact Shannon Blackwood on 0207 801 9818.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please call us on 0207 924 2949.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>



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