

# **Community Club Facilitator**

**Brixton Windmill Centre**

**12 hours per week**

Join the friendly team at Friends of Windmill Gardens to run our Thursday Community Club for local residents aged over 60. Our Community Club is a popular weekly fixture for many local residents and membership has been growing since early 2022 with around 30 people attending each week. The club brings people together socially through activities and lunch.

## **Role Purpose**

- To lead and coordinate the Brixton Windmill Community Club (BWCC)
- To be the key point of contact for BWCC members and volunteers.
- To engage with current members and promote the club to new members within our diverse neighbourhood.
- To coordinate and work with Friends of Windmill Gardens volunteers to assist with running the club.
- To ensure the club is a safe, welcoming and inclusive environment for members and volunteers.

## **Key duties**

- Planning and facilitating the BWCC on a weekly basis (10am to 2pm) including opening and locking the venue when required.
- Ongoing evaluation and preparation of monitoring reports for funders.
- Managing budgets in line with requirements of funders.
- Assisting with lunch preparation and planning (alongside community club members and volunteers) when required.
- Planning creative and wellbeing activities plus occasional trips.
- Ensuring Risk Assessments are completed and safeguarding policies & procedures are complied with.

## **Essential skills and experience**

- Experience of working in a community setting.
- Experience of working with people aged 60+
- Experience of managing volunteers (FOWG uses the Assemble volunteer management system).
- Experience of managing a small project, including evaluation, budget management and reporting.
- Good communication and time management skills.
- Willing to step in and help on your own initiative.

## **Desirable skills, experience and qualifications**

- Some cooking experience in helping with planning and preparing lunch
- Current DBS (working with vulnerable adults). We would organise if necessary.
- First Aid training (we could organise if necessary)
- Food Hygiene certificate (we could organise if necessary)
- Good knowledge of local Lambeth services for our older community

## **Contract and Hourly Rate**

We offer this role on a freelance contract basis of 12 hours per week at a rate of £20 per hour initially as a 12 month contract. You would be required to be at our venue Brixton Windmill Centre to facilitate the Community Club which runs 10am to 2pm on Thursdays. Other hours could be completed on a flexible basis. We are looking for someone to start as soon as possible.

## **How to apply**

Our application deadline is **Monday 23 February**. Please send your CV and covering letter detailing how you meet our criteria to [centremanager@brixtonwindmill.org](mailto:centremanager@brixtonwindmill.org). Interviews will take place on **Monday 2 and/or Tuesday 3 March**.

If you are interested in an informal chat about the role please contact Jean Kerrigan ([jean@brixtonwindmill.org](mailto:jean@brixtonwindmill.org)) to arrange.