

Assistant Coordinator – Job Description

October 2020

Job title: ASSISTANT COORDINATOR
Responsible to: Development Coordinator
Primary purpose: To assist in the running and development of a caring and professionally-run day and support service for older people and vulnerable adults

Tasks and responsibilities

1. Day Services

- a) To assist in planning, preparing and organising day and support services; to help communicate plans with the volunteer team, allocating tasks as appropriate; and to be actively involved in consulting members about the services provided.
- b) To assist in receiving and following up referrals for potential receivers of services and to assess needs in order to facilitate their participation in appropriate services; to be continuously alert to members' changing needs and to seek further assistance/services as appropriate with the agreement of the member concerned.
- c) To participate in and, where necessary, run services and ensure members enjoy freshly prepared good food and pleasant company in a safe, warm and stimulating environment. This includes assisting in organising, with the help of volunteers and outside people, opportunities for members to take part in a range of activities of their choice.
- d) To take direct responsibility for specific parts of the service by agreement with and under the direction of the Development Coordinator.
- e) To assist in food preparation to provide nutritious meals, following ADCA procedures and practices including Health and Safety, Food Hygiene and First Aid; to report any risk identified to the Development Coordinator.
- f) To ensure that ADCA's Safeguarding Policy is adhered to at all times, and to report any concerns to the Development Coordinator or any ADCA Trustee.
- g) To undertake regular relevant training.
- h) To assist in coordinating transport arrangements.

2. Volunteers

- a) To work alongside and support volunteers and facilitate good communications within the team.
- b) To assist the Development Coordinator in organising volunteers as necessary.

3. Finance and Administration

- a) To assist the Development Coordinator and Deputy Coordinator in the management of services as appropriate and to deputise as necessary.
- b) To assist in the collection of monies and to account for this strictly in accordance with ADCA procedures.

... / 2

- c) To help maintain appropriate member and volunteer records, including personal information, and to handle all such information in accordance with ADCA's Data Protection Policy and ADCA's Confidentiality Policy.
- d) To be aware of the health and safety of employees, volunteers and members of services and to report and record significant incidents in accordance with ADCA's Health and Safety Policy.
- e) To attend meetings and training sessions and to participate in fund raising events as required.
- f) To undertake such other duties as may from time to time be reasonably requested by the ADCA Chair or the Development Coordinator.