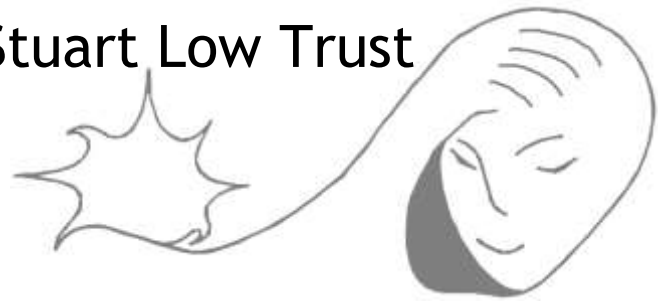




The Stuart Low Trust



bringing people together for better health and wellbeing

Friday Evening Events Assistant Job Responsibilities Description

Hourly fees: £19 per hour for activities, plus £16 per hour for additional admin/meetings

Hours: Friday evening events 6.00pm-9.30pm

Contract: Zero-hours sessional contract for dates mutually agreed via a rota system

Holiday pay: Additional 12.07% on monthly pay

Reporting to: SLT Programmes Manager and Friday Evening Events Host

Position overview

The SLT Friday evening events run fortnightly between 6.00-9.30pm and offer a free nutritious food prepared on site, followed by a presentation or performance. The Friday Event Support Assistant's role is to ensure the event runs smoothly by supporting participants and working closely with the Host.

Summary job outcomes

Key aims of your role are:

- To create a safe, welcoming, inclusive and non-judgmental environment for all participants and with a particular focus on offering a warm welcome to new participants.
- To enable people who are socially isolated and may be experiencing mental health problems, mobility issues or health conditions to benefit from Friday evening events, fostering a sense of community and friendship among participants.

Key responsibilities

Preparing for Friday events

- Read event information and Host Notes sent via email by the Programmes Manager in advance of the Friday event to prepare and ask clarifying questions before the event starts.

Before Friday events (6.00pm)

- On arrival to assist to set up the hall along with the Friday Host, including chairs, tables, PA system or other equipment, information and signs.

Office 3, Claremont, 24-27 White Lion Street, Islington, London, N1 9PD
Tel: 020 7713 9304 Email: info@slt.org.uk Website: www.slt.org.uk
Company limited by guarantee registered in England No. 5001948
Charity Registered in England & Wales No. 1102325



MAYOR OF LONDON

During Friday events (6.30pm-8:45pm)

- In the event hall to take initiative to chat with participants, especially those sitting on their own.
- Work alongside Friday Event Volunteers as team members, being aware of their roles and boundaries and discuss any concerns with the Friday Event Volunteer Supervisor.
- As agreed with the Host, to remain in the hall throughout the presentation/performance and to be aware if the Host indicates that they require your assistance.
- To report to the Host immediately (or as soon as reasonably possible) if you have any concerns about a participant, including if a participant refers to experiencing abuse or neglect which could be a Safeguarding concern.
- To assist with re-arranging chairs and tables or bringing in additional chairs or tables during the evening, as required.
- To accommodate participants who have mobility issues or attending in a wheelchair to help find appropriate space at tables and ensure that they have access to food and drinks.
- To offer adapted help to participants with additional support needs (eg hearing or sight impairments, Autistic or ADHD, lack of English fluency).
- To ensure the safety and positive experience of other participants by addressing any disruptive behaviour in accordance with SLTs Acceptable Behaviour Guidelines and as guided by the Host.
- To take responsibility for handing out leftover food after the presentation.
- To take responsibility for handing out and collecting up evaluation forms and pens at the end of the event.

Welcoming new participants and completing registration forms (6.00pm-7.30pm)

- Pay particular attention to welcome new participants, attending for the first time, by checking with the reception team which participants are new.
- Encourage new participants to take part in the event in coordination with Friday Event Volunteers and the Host.
- Introduce yourself to new participants and chat with them to explain your role, check that they have been introduced to staff present and explain the format of Friday events.
- Introduce new participants to other participants on their table and encourage them to connect via the evening's ice-breaker activity and general conversation.
- In coordination with the reception team and volunteers, encourage new participants to complete the SLT registration form (if they haven't previously) between 6.30-7.30pm before the event activity begins.

After Friday events (8.45pm-9.30pm)

- Assist the Host in clearing up at the end of the evening.
- Leave the premises last with the Host but not before ensuring you have covered everything on the event checklist, which includes checking you have the full set of keys.

Other duties

- Assist in the kitchen, to serve food and drinks or on reception as required.
- Communicate effectively with the Programmes Manager regarding any operational issues or scheduling changes.
- Attend team meetings, supervision meetings with the Senior Host and/or occasional meetings with the Senior Host or Chief Executive outside the times of events.
- Ensure that you adhere to SLT's policies including Health & Safety, Confidentiality, Equality Diversity and Inclusion.

- Assist the Host with evacuating the premises should the fire alarm go off and assist the Host with any fire drills taking place (please refer to the fire drill instructions).
- Follow SLT's guidelines and procedures for registering new participants and completing Accident/Incident report forms
- Notify the Programmes Manager at the earliest opportunity that there may be a risk that you cannot work at a scheduled session for exceptional reasons and to inform the Programmes Manager that you cannot work at a session owing to sickness no later than 9.30am on the day of the session.
- Undertake other tasks as reasonably required.

Person Specification

- **Experience:** Assisting with the running of events in social care or community settings.
- **Experience:** Setting up PA/electronic equipment is desirable.
- **Empathy and understanding:** Sensitivity towards participants experiencing mental health issues, mobility challenges and health conditions.
- **Communication skills:** Excellent verbal communication for making announcements and engaging with participants. Friendly and approachable manner to create a welcoming environment.
- **Organisational skills:** Ability to manage time effectively and ensure all tasks are completed efficiently.
- **Attention to detail:** Ensure the venue is set up correctly and safely.
- **Boundaries:** Understanding of professional boundaries working with participants and managing confidentiality.
- **Safety awareness:** Understanding of basic health and safety procedures and Safeguarding Adults legislation. Ability to move tables and chairs safely.
- **Teamwork:** Ability to work collaboratively with the Host, volunteer leaders and other staff members.
- **Flexibility and reliability:** Adaptability to assist with various tasks as needed and reliable/punctual to fulfil agreed session commitments.
- **Calm under pressure:** Maintain composure in a busy environment and handle any incidents calmly.

Job Requirements

- Availability on Friday evenings
- An up-to-date DBS check to be completed by SLT at the start of your employment
- 2 satisfactory references