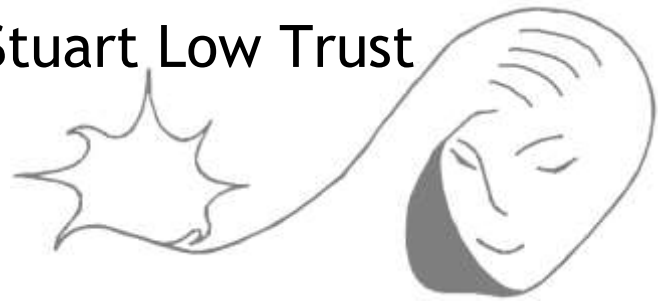




# The Stuart Low Trust



bringing people together for better health and wellbeing

## Philosophy Forum Assistant Host Job Responsibilities Description

**Hourly fees:** £21 per hour for activities, plus £16 per hour for additional admin/meetings

**Hours:** Sunday afternoons 3.15pm-6.00pm and dates mutually agreed via a rota system

**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 Senior Host

### **Job overview:**

The Philosophy Forum Assistant Host supports the smooth running of the Sunday philosophy discussion group sessions led by a team of volunteers. These sessions aim to engage participants who experience mental health issues, mobility challenges and health conditions by providing a welcoming and safe environment to discuss and debate philosophical ideas.

### **Summary Job Outcomes**

Key aims of your role are:

- To set up the room and equipment for the Philosophy Forum group session safely and to support the workshop activity
- To create a safe, welcoming, inclusive, and non-judgmental environment for all participants, 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 these Forum sessions, fostering a sense of community and friendship among participants.

### **Key Responsibilities:**

#### **Preparation and Setup (3.15pm)**

- Arrive at the venue's reception and check which room SLT have been allocated.
- Retrieve SLT's bag folder from the storage cupboard stocked with equipment, refreshments and paperwork folder
- Read and understand all provided documents (e.g., incident/accident reporting, fire procedures) and contact the SLT Programmes Manager for any clarifications.
- Safely set up tables and chairs
- Set up a table with the register, pens, Code of Conduct, a jug of water with cups and hand sanitiser (to be used as participants choose).

### **Announcements and Introductions (3.30pm)**

- Take a register and sign participants in on arrival in a friendly manner.
- Make a health and safety announcement, including fire alarm procedures, meeting points, location of toilets, and introduce yourself.
- Inform participants about the tea break and introduce the volunteer leaders.

### **Welcoming New Participants (from 3.30pm)**

- Pay particular attention to welcoming new participants attending for the first time.
- Introduce yourself to new participants, explain your role, introduce them to the volunteer leaders, and explain the format of the Philosophy Forum.
- Introduce new participants to other participants present, encouraging conversation.
- Offer other assistance to new participants in coordination with the volunteer leaders.

### **Workshop Support (from 3.30pm)**

- Check with the volunteer leaders if any additional chairs are needed and request them from reception
- Supervise and support the Philosophy Forum Volunteer Assistant, ensuring they are clear about the role and tasks.
- Support the needs or requests of participants relevant to the group session e.g. ask reception to turn off a noisy fan in the corridor
- Coordinate with the volunteer leaders regarding any concerns about a participant, including if a participant refers to experiencing abuse or neglect, which could be a Safeguarding concern.
- Ensure the safety and positive experience of other participants by addressing any disruptive behaviour in accordance with SLT's Acceptable Behaviour Guidelines and as guided by the Host.

### **Tea Break Management (4.45pm)**

- Boil kettles and prepare tea supplies quietly (as this can be overheard in the activity space).
- Serve tea and snacks when the volunteer leaders are ready.

### **Post-Session Duties (5.45pm)**

- Confirm with the volunteer leaders before making an announcement to thank them and facilitate a round of applause.
- Distribute and collect evaluation forms and pens in accordance with our monitoring schedule.
- Clear the table and tidy away tea items. Count and report any tea/coffee/biscuit supplies or additional paperwork to the SLT Programmes Manager.
- Put away all chairs and tables, returning the space to how you found it

### **End of Day Tasks (6.00pm)**

- Say goodbye to all participants and ensure participants have left
- Tidy the area and return-all equipment to their original places, ensuring you have left the room how you found it.
- Return the SLT bag to the storage cupboard
- Thank reception and inform them of your departure.
- Follow SLT's instructions for leaving paperwork, refreshments, and evaluation forms.
- Provide completed paperwork to the SLT Programmes Manager as agreed.

### General duties

- Ensure that you adhere to and implement SLT's policies, including Code of Conduct, Health & Safety, Confidentiality, Safeguarding and Equality Diversity and Inclusion.
- Take responsibility to evacuate the premises should the fire alarm go off.
- Follow SLT's guidelines and procedures for registering new participants and completing Accident/Incident report forms
- Act as the main point of contact for SLT to answer any questions participants may have and/or direct them to our [info@slt.org.uk](mailto:info@slt.org.uk) email if needed.
- 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.
- 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.
- **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.
- **Reliability:** Reliable/punctual to fulfil agreed session commitments.
- **Flexibility:** Work flexibly to assist with various tasks as needed and adaptability to respond to any unexpected situations that may arise in a public community centre.
- **Calm under pressure:** Maintain composure in a busy environment and handle any incidents calmly.

### Job Requirements

- Availability on Sunday afternoons
- An up-to-date DBS check to be completed by SLT at the start of your employment
- 2 references which are satisfactory in the view of SLT