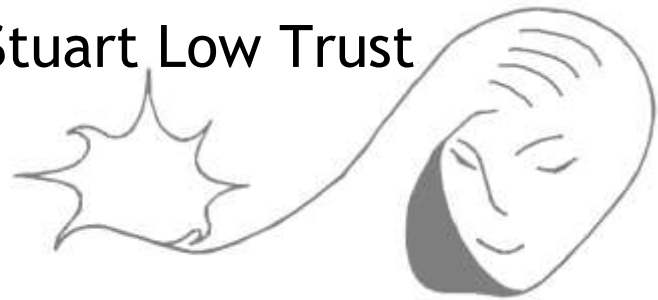




The Stuart Low Trust



bringing people together for better health and wellbeing

Saturday Workshop Assistant Host Job Responsibilities Description

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

Hours: Saturday afternoons 2.15pm-5.00pm

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 Saturday Workshop Assistant Host supports the smooth running of Saturday workshop sessions. Saturday workshop wellbeing group activities are led by a qualified trainer and include Yoga, Chi Kung, Mindfulness, and Dance.

Summary job outcomes:

Key aims of your role are:

- To set up the room and equipment for the Saturday Wellbeing Workshop 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 from Saturday workshops, fostering a sense of community and friendship among participants.

Key Responsibilities:

Preparation and Setup (2.15pm)

- Arrive at reception and ask for SLT's bag stocked with refreshments and paperwork folder.
- Read and understand all provided documents (eg incident/accident reporting, fire procedures) and contact the SLT Programmes Manager for any clarifications.
- If there are any issues accessing the building for the activity or any issues with the building during the activity, contact the name member of staff for the venue in the first instance. Contact the SLT manager on duty as needed.

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MAYOR OF LONDON

- For outdoor workshops, clear the patio space by moving tables and chairs aside. For indoor workshops, open windows and doors for ventilation. Ensure the floor is clear and sweep if necessary.
- Set up any chairs for activities which require seats e.g. Sitting Yoga
- 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 (2.30pm)

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

Welcoming new participants (from 2.30pm)

- Pay particular attention to welcome new participants, attending for the first time.
- Introduce yourself to new participants, explain your role, introduce them to trainer and explain the format of Saturday workshops.
- Introduce new participants to other participants present, encouraging conversation and social connection.
- Offer other assistance to new participants in coordination with the trainer.

Workshop support (2.30pm-4.45pm)

- To check with the trainer if any additional chairs are needed.
- To supervise and support the Saturday Workshop Volunteer to assist at the activity, ensuring that they are clear about the role and tasks.
- To coordinate with the trainer there are any concerns about a participant, including if a participant refers to experiencing abuse or neglect which could a Safeguarding concern.
- 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.

Tea break management (3.30pm)

- To boil kettles and prepare tea supplies quietly.
- To serve tea and snacks when the trainer is ready.

Post-Session duties (4.45pm)

- Confirm with the trainer 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.
- To clear the table and tidy away tea items.
- Count and report any tea/coffee/biscuit supplies or additional paperwork to the SLT Programmes Manager.

End of Session tasks (by 5.00pm)

- Say goodbye to all participants and ensure participants have left
- Tidy the area and place rubbish in appropriate bins
- Return all equipment to their original place and ensure you have left the room how you found it.
- 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 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 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.
- **Experience in Wellbeing Activities:** Familiarity with wellbeing activities such as Yoga, Chi Kung, Mindfulness and Dance 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 Saturday afternoons
- An up-to-date DBS check to be completed by SLT at the start of your employment
- 2 satisfactory references