Logo, company name

Description automatically generated

Job Title: Meeting Centre Manager

**Salary:** £25000 FTE

**Post:** 0.6 (3 days a week, 22.5 hours) 12 month initial contract

**Overall Job Purpose:**

To be responsible for the day to day running and overseeing of the Bristol Meeting Centre. To manage staff and volunteers within the Meeting Centre.

**Main tasks and responsibilities**

* Providing structure and leadership in daily activities for members of the Meeting Centre
* Maintaining an adequate staff team appropriate to contract requirements and client/staff ratios
* Responsibility for the recruitment, supervision, appraisal, induction, development and performance management of staff and volunteers working within the Meeting Centre
* Responsibility for managing the service-related budget
* Drawing up an individual support plan and appropriate risk assessments for venues, settings, members and family members
* Organising the group programme of activities and interventions
* Evaluating the impact and outcomes of the Meeting Centre
* Leading the discussion group for family members
* Organising community meetings
* Overseeing the opportunities for members to have individual and couples consultations
* Providing guidance regarding individual problems for couples and if necessary referring them to other support organisations
* Evaluating the support plans
* Maintaining contact with referrers
* Liaising with the host community centre or other organisation as appropriate
* Supplying Alive’s marketing team with relevant social media content

Additional responsibilities:

* To comply with data protection regulations, ensuring that information about members remains confidential
* To be responsible for learning and development for self and for those managed by this post
* To work collaboratively with the Meeting Centre Advisory Group fundraising and media and campaigns, sharing responsibility for the achievement of jointly agreed objectives as appropriate.

Person Specification

**Skills and Experience**

* NVQ level 3 in health and social care or equivalent
* Personal or work experience in a care environment
* An understanding of dementia
* Experience of managing and working with staff and volunteers
* Organisational and administrative skills
* Excellent record-keeping skills
* Computer literate, including using Office (365) suite

**Attributes**

* Able to assess and evaluate client needs
* Able to travel independently within the service area
* Empathy and compassion
* Non-judgemental communication
* Good team motivator
* Able to act as a representative of the Meeting Centre externally
* Commitment to and understanding of equal opportunities
* Understanding of the inclusion agenda and its relevance within a diverse society
* Ability to establish good working relationships with staff, service users and volunteers
* Ability to work independently, proactively and under own initiative
* Friendly and approachable
* Ability to be flexible and make the best use of available resources

**Terms and Conditions of employment**

Salary:    £25,000 p.a. (pro rata) plus, contributory pension.  Salaries are paid monthly in arrears and reviewed annually.

Closing date: Applications on the Alive application form by Monday 16th August at 12pm, and interviews will be held on Thursday 19th August. Please email applications to info@aliveactivites.org

Conditions of employment:    This post is for 3 days a week (0.6) – 22.5 hours a week – days will be dictated by venue availability. Hours can be worked flexibly provided they are between Alive’s core working hours of 9 – 5.  Alive staff work a 7.5-hour day. Annual holiday allowance is 25 days (pro rata) plus Bank Holidays.  This is for a 12 month contact.

Location:   Alive is based at the Create Centre, Smeaton Road, Bristol BS1 6XN. You will work remotely a the Meeting Centre venues.

Training:  You will be encouraged to attend some Alive sessions and training. You will also attend the Meeting Centre UK Support Group and attend any training run by the national body.   
   
**Please note:** This job description is for guidance.  Employees are expected to be flexible and co-operative and to undertake additional duties as required.