



SUPPORTING THE COMMUNITY THROUGH
ADVICE, SUPPORT & SERVICES

Job Vacancy – Activities Coordinator

The Healthy Living Centre CIC is a Social Enterprise working in Buckinghamshire. We are currently undergoing an exciting new development and are increasing our staff numbers to enable us to provide more services to our community. We have the following vacancy:

Activities Coordinator

Hours of work: 25 hours a week, 12:30 to 17:30 with some element of flexibility require.

Salary: £19,000 per annum (pro rata)

Main Duties:

- Contribute to the process of developing and deliver activities for the Bucks community.
- Be able to understand, comply and work within Healthy Living Centre policies: e.g. behaviour, safeguarding, health and safety, confidentiality.
- Lead the planning, delivery and review of existing HLC activities for children and young people.
- Deliver inclusive activities within an agreed budget and against attendance targets; including working with grant making organisations and professional/ statutory organisations where appropriate.
- Build and lead a voluntary 'core team' to support in the planning and delivery of HLC activities.
- Develop appropriate relationships with the community and develop key relationships with a target audience of stake holders in order to raise the profile of HLC activities for children and young people.
- Build relationships with local youth and children's workers and local youth worker support networks.
- Build on existing relationship with our partner organisations.
- As appropriate, build relationships with organisations which will partner with us in the delivery of activities which will further the aims of HLC.
- Contribute to an on-going process of performance appraisal, including the setting and monitoring of progress towards agreed personal objectives
- Keep abreast of current legislation and work to the highest standards in respect of the safety and protection of children, young people and vulnerable adults
- Willingness to work flexible hours as necessary to ensure the delivery of all events within the role.
- A willingness to tackle situations however mundane.
- An appreciation and understanding of attitudes, lifestyle and safeguarding of children and young people.

Post subject to a 3 month probationary period and an enhanced DBS disclosure required.

For further information please contact Marcela Heime on 01296 334562.

Applications Forms are available from Reception in The Healthy Living Centre, Walton Court Shopping Centre, Hannon Road, Aylesbury or online on our website: www.healthylivingcentre.com

Closing date for applications: Midday 22nd May 2018

Our ref: HLC125