

Philosophy Forum Host Job Responsibilities Description

Hourly fees: £23 per hour for activities, plus £20 per hour for additional admin/meetings

Hours: Sunday afternoons 3.15pm-6.15pm and dates mutually agreed via a rota system

Location: Old Diorama Arts Centre (near Euston station), or as scheduled by the Programmes Manager

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 Sessional Team Leader

Job overview:

The Philosophy Forum Host supports the smooth running of the Sunday philosophy discussion group sessions led by a team of Volunteer Facilitators. 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. The role will supervise and support a volunteer to assist at activities, as scheduled.

Role of the Host:

The Philosophy Forum Facilitators have requested that, if the Host is present in a discussion group, that they contribute as a support to participants and with practical arrangements, but don't take part directly in the discussion of the philosophical text to avoid any confusion for participants about the Host and Facilitator roles.

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:

Pre-sessions preparation

- Liaise with the Programmes Manager about refreshments and the paperwork for the course, ensuring that paperwork is stored securely.
- Read documents or instructions from the Programmes Manager about the arrangements for the course.

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.
- Prepare the paperwork for the session (eg register, feedback forms, pens).
- 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).
- Brief and allocate tasks to the volunteer assisting at the activity (as scheduled to attend).
- Welcome any new volunteers attending for the first time and give them an induction, ensuring they are shown around the building and aware of their volunteer duties.

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 Facilitators.

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 Facilitators, 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 Facilitators.
- Keep up-to-date with SLT's quarterly activity programme ensure participants and volunteers are aware of SLT's activities, especially any new participants who are not familiar with SLT.
- Offer all participants up-to-date SLT activity flyers, answering queries regarding SLT activities where possible, directing any booking enquiries to general SLT email address or phone number.

Workshop Support (from 3.30pm)

If the Host is present in a discussion group, that they contribute as a support to participants and with practical arrangements, but don't take part directly in the discussion of the philosophical text to avoid any confusion for participants about the Host and Facilitator roles.

- Check with the Volunteer Facilitators 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.
- Coordinate with the Volunteer Facilitators 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.

Tea Break Management (4.45pm)

- Boil kettles and prepare tea supplies.
- Serve tea and snacks when the Volunteer Facilitators are ready.

Post-Session Duties (5.45pm)

- Confirm with the Volunteer Facilitators before making an announcement to thank them and facilitate a round of applause.
- Distribute and collect feedback 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.
- Complete a full Session Summary form of the event.
- Thank reception and inform them of your departure.
- Debrief with volunteer assisting at the activity (as scheduled).
- Follow SLT's instructions for leaving paperwork, refreshments, and evaluation forms.
- Provide completed paperwork to the SLT Programmes Manager as agreed.

General duties

At the Forum sessions

- Be aware of other members of the public in the community centre, taking initiative to carry out tasks in a safe, appropriate manner to minimise disruption to others and the SLT activity taking place.
- Ensure that you adhere to SLT's policies including Code of Conduct, Health & Safety, Confidentiality, Equality Diversity and Inclusion and Safeguarding Adults legislation.
- Ensure that the SLT Code of Conduct is available to participants at the event and promoted during the Host presentations.
- Respond to incidents involving participants by following SLT's Acceptable Behaviour Guidelines in coordination with the Volunteer Leadership team.
- Wear the SLT t-shirt to be identified at events and in accordance SLT's policy.

- Evacuate the premises should the fire alarm go off and respond to any fire drills taking place (please refer to the fire drill instructions).
- Act as the main point of contact to answer any questions participants may have and/or direct them to our info@slt.org.uk email if needed.
- Complete the Accident/Incident forms as appropriate and following SLT's guidelines and procedures.

Coordinating with SLT team

- Communicate effectively with the Programmes Manager and Sessional Team Leader regarding any operational issues or scheduling changes, reading and responding (as necessary) in a timely manner to emails.
- Attend team meetings, supervision meetings with the Sessional Team Leader and/or occasional meetings with the Programmes Manager or Chief Executive outside the times of events and communicate in advance if you are unable to attend supervision or team meetings at the agreed time/date.
- 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.

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