

Saturday Workshop Host Job Responsibilities Description

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

Hours: Saturday afternoons 1.15pm-3.45pm

Location: Old Diorama Arts Centre (near Euston station), or as scheduled by the Programmes Manager **Contract:** Zero-hours 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 Saturday Workshop Assistant Host support the smooth running of Saturday workshop sessions. Saturday workshop wellbeing group activities are led by a qualified Facilitator and include Yoga, Chi Kung, Mindfulness, and Dance.

Working with the Facilitator

The SLT Programmes Manager will agree with the Facilitator of the workshop sessions in advance whether they would like the Saturday Workshop Host to be present in the room while they are running sessions and what role they would like the Host to take when present at sessions. The Programmes Manager will communicate in writing what is agreed in advance to the Saturday Workshop Host and feedback any questions or concerns to the Facilitator.

Summary job outcomes:

Key aims of your role are:

- To set up the room and equipment for the Saturday Wellbeing Workshops safely and to support the workshop activity.
- To create a safe, welcoming, inclusive and non-judgmental environment for all participants and with a particular focus on offering a warm welcome to new participants.
- To support 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:

Please note that some of these responsibilities may vary depending on what assistance the Facilitator requests from the Host, which will be confirmed by the Programmes Manager in advance of the workshop start date.

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:

- Read and understand all provided documents relating to the activity and venue (e.g. host notes, venue sign-in sheet, fire procedures). 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 named member of staff for the venue in the first instance. Contact the SLT manager on duty as needed.
- Open windows and doors for ventilation and check the floor for sharp objects. Sweep if necessary.
- Prepare the paperwork for the session (eg register, feedback forms, pens) and a table for neurodivergent-friendly resources.
- 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

Welcoming new participants:

- Pay particular attention to welcome new participants, attending for the first time.
- Introduce yourself to new participants, explain your role, introduce them to Facilitator and explain the format of Saturday workshops.
- Introduce new participants to other participants present and encourage conversation.
- Offer support to new participants in coordination with the Facilitator.
- 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:

- Coordinate with the Facilitator to check that workshop set-up is adequate for the activity, moving and/or putting out any additional chairs as requested by the Facilitator
- Place a jug of cold water and cups on the table for participants.
- Supervise and support the Saturday Workshop Volunteer to assist at the activity, ensuring that they are clear about the role and tasks.
- Coordinate with the Facilitator there are any concerns about a participant, including if a participant refers to experiencing abuse or neglect which could a Safeguarding concern.
- Ensure the safety and positive experience of other participants by addressing any disruptive behaviour in accordance with SLTs Acceptable Behaviour Guidelines.

Announcements and Introductions:

- Take a register and sign participants in on arrival in a friendly manner.
- Make the 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 Facilitator.

Tea Break Management:

- Boil kettles (as needed) or use hot water urn/other hot water supply and prepare tea supplies quietly.
- Serve tea and snacks when the Facilitator is ready.

Post-Session Duties:

- Debrief with the Facilitator about any important updates or incidents arising from the workshop.
- Clear the table and tidy away tea items. Count and report the remaining cereal bars to the SLT Programmes Manager.
- Confirm with the Facilitator 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.

End of Session Tasks:

- Tidy the area, returning items to their original places, and ensure participants have left.
- Complete a full Session Summary form of the event.
- Ensure that a completed venue sign-in sheet has been returned to reception.
- Debrief with volunteer assisting at the activity (as scheduled to attend).
- 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 dutiesAt the workshops

- 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 session Facilitator.
- Wear the SLT t-shirt to be identified at events.
- 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 for SLT 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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