**Drop-in co-ordinator**

*Context*

Glastonbury URC run a drop in on Tuesday afternoons 2-3.30pm for those who are vulnerably housed, in food poverty or in need of a social opportunity for friendship. It provides a warm dry meeting place and free filled rolls and hot drinks and other food as available*.*

*Role description*

* To ensure the smooth running of the weekly open access adult drop in at Glastonbury URC.
* To be a key holder and ensure the building is opened and closed securely.
* To oversee the volunteers serving each week
* To provide a safe, supportive and socially warm environment for all present.
* To be aware and ensure the implementation of health and safety matters.
* To ensure the purchase and availability of food provided – filled rolls, cakes and hot drinks.
* To help serve food and drinks to attendees
* To talk to attendees and build up supportive relationships as far as possible.
* To ensure the rooms are left as appropriate– clean and tidied away.
* To liaise with the church treasurer re expenses and reimbursement for such with receipts.
* To produce reports for the church meeting regularly and assist the church in applying for funds as appropriate.
* To have a session with Rev Ev Ridout regularly re issues and concerns

*Person specification*

* Open inclusive welcoming social skills
* People skills in a situation that brings together a variety of people with multiple social needs.
* Practical skills for serving basic food and ensuring space is left as found.
* Practical skills of budgeting and basic record keeping.
* Reliable and trustworthy, able to keep confidences.
* An understanding of appropriate boundaries
* A commitment to safeguarding and to work within the safeguarding policy and guidelines
* Willingness to undergo safeguarding training

* **NB** DBS check for dealing with adults that may be at risk.