



ACTIVITIES COORDINATOR JOB DESCRIPTION 2026

POST: Activities Coordinator in Sherburn in Elmet and surrounding villages.

This position is a permanent post with a probationary period of 3 months.

HOURLY RATE: £13.50 per hour plus mileage

HOURS: Working 10 hours per week Monday to Friday

ACCOUNTABLE TO: Operations Manager

RESPONSIBLE FOR: Members

MAIN DUTIES:

- Organise social activities that bring people together
- Help people take part in activities
- Assisted shopping
- Collect shopping/prescriptions
- Undertake any administrative duties associated with above
- Attend monthly management meetings with other staff and trustees
- Organises the weekly Monday Friendship Café at Harold Mills Centre
- Organises the fortnightly Tuesday social afternoons at Lady Popplewell Centre

In addition to the above:

- Attend monthly members trips as required

In carrying out your role you need to:

- Respect people's wishes and beliefs without being judgemental or discriminating
- Deliver a service that protects older people's dignity and self-respect, whilst always maintaining confidentiality
- Ensure the safe handling of all monies and receipts
- Attend any training, meetings, or fundraising events when required
- Adhere to organisation policies and procedures
- Understand and follow all Safeguarding, Data protection (GDPR) Health & Safety regulations, including First Aid, Moving and Handling procedures
- Promote Equality and Diversity within the workplace
- Work in partnership with other voluntary and statutory agencies