

<b>Job Title:</b>	Community Café Manager / Volunteers Coordinator
<b>Location:</b>	The Bridge Community Café, Holy Trinity Church, Wester Hailes, Edinburgh
<b>Hours of attendance</b>	21 hours per week Core 15 hours 8.30 am to 2 pm Wed – Fri. Other 6 hrs flexible - by agreement
<b>Salary</b>	£12,600 per annum (£22,500 pro rata for 37.5 hour week) + workplace pension
<b>Job Duration</b>	Long term
<b>Closing date for applications</b>	24 <sup>th</sup> September 2021

#### About the Job

We are looking for a Café Manager / Volunteers Coordinator for the Bridge Community Café in Wester Hailes, Edinburgh. The Bridge Community Café is a vital part of Holy Trinity Church's community supporting work, providing healthy and low cost meals, offering advice and signposting help available from several community supporting projects.

#### Your responsibilities

Most of the work of the Café is carried out by volunteers who cook and serve customers. It is also intended to add a paid Cook to the team within the next few months. You will be working alongside the volunteers' team and cook, providing supervision and "hands on" support on the three days (Wed – Fri) including school holidays, that the Café is open for business.

At August 2021, there are approx. 10 volunteers and we anticipate the need to double this in the following 6 months to allow flexible working from volunteers. You will be responsible for recruiting, training and motivating Café volunteers to deliver excellent customer service.

The Café has been running for over 15 years but needed to close in March 2020 because of the Covid-19 pandemic. With the re-opening of the café this autumn, we are seeking someone who will be responsible for increasing local awareness of the Bridge Café, devising and publicising a programme of Café events over the year to attract specific groups of customers to the Café.

You will be responsible for devising a menu, in conjunction with the cook, that is nutritious and appealing to our customers and which meets the standards of the Healthy Living Award Plus. In addition, you will keep records that are needed for Environmental Health purposes and information about volunteers and their training.

You will take opportunities to work with other community groups such as Canal View Primary School Garden, Edible Estates and Wester Hailes Eats Together, where we share similar aims. More detailed information can be found in the Job Description.

#### Your experience and Qualifications

- You will have previous leadership experience in a Café or a customer facing job.
- You will have previous experience of working within a voluntary sector organisation.
- You are someone who has a heart to improve the lives of people in the community of Wester Hailes.

**Community Café Manager / Volunteers Coordinator Job  
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- You will be able to provide leadership to a group of volunteers and cook, and to link up with local agencies to identify, recruit train and motivate new volunteers.
- You will be working with a largely Christian group of volunteers and should be supportive of the objectives of the Community Café – particularly Holy Trinity’s values of serving the community of Wester Hailes.
- You can organise and manage your own time to deliver results with minimal supervision.
- An element of the role requires work with some volunteers who may have additional support needs. The postholder will therefore require to be a member of the PVG scheme for work with children and protected adults. (appropriate training will be provided.)
- Applicants should already hold a Level 2 (Elementary) Food Hygiene certificate.

**Salary and Benefits**

The Salary is £12,600, based on 21 hours per week over three days when the Café is open for business. (£22,500 pro rata)

Core 15 hours 8.30 am to 2 pm Wed – Fri.

Other 6 hrs flexible - by agreement

**Location and Supervision**

You will be working in the community of Wester Hailes, Edinburgh and in the premises of Holy Trinity Church. Line Management will be from our Community Pastor, Mrs Angela Thomson.

**Applications**

You can download an application form from

<https://holyltrinitywesterhailes.org.uk/vacancy-cafe-manager-volunteer-co-ordinator/>

**Enquiries / further information**

Please contact us at [athomson2012@hotmail.co.uk](mailto:athomson2012@hotmail.co.uk) if you’d like to speak to someone about this job. Further information about the Bridge Community Café can be found at <http://holyltrinitywesterhailes.org.uk/cafe/>

Please complete the application form and send via e-mail to [istirrat@aol.com](mailto:istirrat@aol.com)

**Closing date for applications is 24<sup>th</sup> September**

It is expected that interviews will take place on 7<sup>th</sup> October.