



Café and Activities Lead
Level 6 (£28,515 - £30,907)
37.5hrs per week

The Café and Activities Lead will oversee the development and running of the community café in the Recovery Hub and support the Hub Coordinator with development of new activities and social enterprise activities.

The post holder will support and work in collaboratively with the Hub Coordinator, employees, volunteers, participants, the Board of Trustees, and other stakeholders to establish a thriving community venue accessible for everyone in the local community and based on the overarching principles of abstinence, trust, peer support, respect, and responsibility.

This role would suit someone who has a genuine passion for interacting with and helping others and wants to take on a key role in providing a safe, inclusive, and welcoming place for community members to come together in Ayr.

Key responsibilities of the post holder include:

- Coordinating the running of Café Hope including menu preparation, food preparation and serving, stock orders, replenishment, and rotation.
- Overseeing the transfer of Café Hope from the existing to new premises.
- Promoting high levels of cleanliness and hygiene in the kitchen at all times and ensure the maintenance of equipment and machinery, carrying out all checks and systems for cleaning to meet environmental and health and safety standards.
- Support the development and management of the venue hire social enterprise and provision of related catering (as required).
- Supporting the Volunteer Coordinator with the recruitment of café volunteers, and providing training, support, and supervision to allow volunteers to undertake their roles.
- Support the Hub Coordinator, employees and volunteers with the planning, and organisation family friendly activities and events.
- Working collaboratively with the Hub Coordinator, employees, and volunteers to support the development of the community venue ensuring ongoing engagement activities to meet local need.
- Demonstrating strong leadership skills and motivating employees and volunteers.
- Support the planning and developing promotional activities to raise awareness of the community venue and the activities available.
- Support the Hub Coordinator and Trustees with the development of new social enterprise activities.
- Managing group dynamics and conflict to ensure any issues are identified and resolved quickly.
- Ensuring all policies and procedures are in place and adhered to.

- Oversee the running of the community venue (Recovery Hub) in the absence of the Hub Coordinator.
- Recording appropriate information for monitoring purposes.
- Budget management to ensure the community venue is delivered in line with the available budget and day to day financial processing including cash flow.
- Take part in regular support and supervision with the Hub Coordinator, reporting on progress and challenges experienced, and undertaken any training relevant to role.
- Undertake other tasks appropriate to the role as requested by the Hub Coordinator.

Essential Criteria

- Lived experience of recovery from alcohol or drugs or an affected family member.
- SVQ 3 or equivalent, or appropriate relevant experience and possession of Food Hygiene or Food Handling qualification.
- Experience of running a café kitchen including menu planning, food preparation, stock ordering, handling and rota2, and the ability to produce high quality home cooked food on a limited budget.
- Knowledge and experience of planning activities and events.
- Experience of recruiting and managing volunteers.
- A working knowledge of environmental health, Health and Safety and Emergency First Aid.
- Strong leadership skills and the ability to motivate a wide range of individuals including employees and volunteers.
- Excellent communication, organisational and interpersonal skills.
- Williness to undertake training relevant to role.
- Willingness to work evenings and weekends as required.
- Experience of managing budgets and financial management.
- Experience of recording data for monitoring purposes.
- To become a member of the Protecting Volunteers Groups (PVG) Scheme.

Desirable Criteria

- Health and Safety qualification
- Experience working in a 3rd sector organisation.
- Knowledge of the local area and community.
- Experience of planning and delivering training.
- A knowledge and understanding of social enterprise projects.