

Job Vacancy

Tringhams West End Centre

Registered Charity 1106252

Tringhams West End Centre is a registered charity that operates on Mondays and Friday's for approximately 42 weeks a year, our centre operates from The Sports Pavilion, Benner Lane, West End. Woking. On the two days a week that we operate we provide a facility for the elderly folk of West End and the neighbouring villages where our clients can meet and have a chat over coffee and tea, participate in card games, raffles and of course bingo.

Due to the forthcoming retirement of our existing team leader we are looking to appoint a replacement team leader to organise/supervise other staff members and oversee the day to day running of our day centre on the two days a week we meet. The duties will include supervising staff and volunteers, overseeing the daily cash takings, ensuring that the centre is operating in a safe manner and in compliance with local and national legislation. Assisting our clients with collection and drop off from their homes, organising and participating in the various activities at our centre and engaging our clients in these activities.

Other duties will include assisting in the serving of home cooked lunches which are freshly prepared by our own cook on the premises, serving teas, coffees, cakes and biscuits. Ensuring our clients are happy, participating in discussions and are generally having a great time whilst attending our club as well as assisting on occasional local day trips.

The job offers good rates of pay and very good paid holidays as we only operate for approximately 42 weeks a year, the hours of employment are 10.00-15.30. The successful candidate will be required to undertake a mandatory DBS check as well as first aid training which our charity will pay the fees for. The new position will commence on Monday 11th December 2017.

The successful candidate will be supported in this role by an enthusiastic board of trustees to ensure they feel comfortable in developing our charity going forward. If you would like to apply for this interesting and very satisfying job please contact our Chairman and Trustee on either of the following:-

The Rev Andy Armitt.

01483 473377 or 07725 516124. Or if you would prefer drop an e mail with your contact details and experience to bweparish@gmail.com