

FLAG Bedford - Friendship Link & Action Group. Job Vacancy.



Are you looking for a rewarding part-time job? Would you like to help a local charity for people with disabilities? Apply for the vacancy and join our small group.

Activities Coordinator.

5 hours per week (variable from week to week). £15.00 per hour.

This is a rewarding opportunity for a flexible person to coordinate and organise the Activities at our regular Thursday Afternoon meetings, working at Priory Methodist Church (Newnham Avenue, Bedford) and from home.

We are a user-led charity for adults with a physical or learning disability, a sensory impairment, autism, their friends and carers. We have up to forty members. FLAG is governed by a small, elected Committee which will give you full support and to which you will be accountable.

You will need good communication and IT skills. You will be required to organise our Drop-in meetings most Thursday afternoons at Priory Methodist Church between 1.30pm and 4.00pm including:

- Setting up the room, including tables and chairs, refreshments and activities.
- Welcome members, help them enjoy themselves and leave safely.
- Tidy away tables, chairs and equipment at the end of the afternoon.
- Attend Committee and other meetings to discuss activities.
- Adhere to FLAG policies and Health and Safety requirements.
- There will normally be volunteers available to assist you.

The rest of your time will be spent researching and selecting activities for members for which you will be given a budget. **No Personal Care required.**



Attendance numbers are between 10 and 15.



Past Activities include:

Arts and Crafts

Christmas Tree decoration

Quizzes / Bingo

Music Experience

Energy Advice talk

MP visit

Benefit Advice

Virtual Reality

Biscuits

Tea / Coffee

Cakes

Board Games

To apply please email or phone for an Application Form, complete and return it.

FLAG Bedford, Priory Methodist Church, Newnham Avenue, Bedford, MK41 9QJ.

FLAG Bedford - Friendship Link & Action Group. Job Vacancy.



Tel No: 07815 196357. email : flag25@hotmail.co.uk FB FLAG Bedford



Date - July 26.

