

Headway East London  
Bradbury House  
Timber Wharf  
238-240 Kingsland Road  
London E2 8AX

Tel: 020 7749 7790  
Fax: 020 3582 4688

September 2018

Dear Applicant,

**Re: Kitchen Projects Coordinator**

Thank you for your interest in the above vacancy with Headway East London. All the information you need about Headway East London can be found on our website [www.headwayeastlondon.org](http://www.headwayeastlondon.org) and our blog <http://headwayblog.blogspot.co.uk>.

The starting salary for this position is £23,877.41. The job description and person specification are attached. In order to apply you will also need the following documents, which can be downloaded from the website or sent to you in the post on request:

- Application form
- Ethnic monitoring form

**Please ensure you address the requirements as laid out in the job description and person specification** when completing page 4 of your application and ensure all other sections of the form have been completed. Incomplete applications will not be considered and CVs will not be accepted.

Please send your completed application to [recruitment@headwayeastlondon.org](mailto:recruitment@headwayeastlondon.org) by 9am on Friday 21<sup>st</sup> September 2018. Interview dates to be decided.

If you would like further information about the role, please get in touch (my email and number are below)

If you have not heard from us by the end of October, please assume that your application has not been successful.

Yours faithfully,

Sarah Lantsbury  
Day Service Manager  
Email: [sarah.lantsbury@headwayeastlondon.org](mailto:sarah.lantsbury@headwayeastlondon.org)

Tel: 020 7749 7790

## Job Description

<b>Job Title:</b>	Kitchen Projects Coordinator
<b>Service:</b>	Day Service
<b>Based at:</b>	Headway East London (Headway)
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full time (35 hours/week)
<b>Line Manager:</b>	Kitchen Projects Lead

**Background:** Headway’s Day Service caters for adult survivors of brain injury (18yrs+). The Day Service operates as a community where people with brain injury are valued, respected and given opportunities to fulfil their potential.

**Main Purpose:** To work as part of the co-ordinator team, taking responsibility for developing and delivering activities at Headway’s Day Service, with special responsibility for kitchen activities.

### Main Duties

1. Alongside the Kitchen Projects Lead supervise members in running the Headway kitchen following all health and safety and food hygiene protocols
2. Identify members who have an interest in food/catering and recruit them to appropriate projects in conjunction with the Kitchen Projects Lead
3. Ensure members are supported to participate in kitchen activities in conjunction with the Coordinator Team, Occupational Therapist and Kitchen Projects Lead
4. Facilitate members in running and developing the daily lunch preparation at the Day Service providing meals for members, volunteers and staff
5. Support the Kitchen Projects Lead in planning, organising and running a bi-monthly Supper Club ‘Headway EATS’
6. Support members to participate in a variety of activities, occupational projects and therapies, making use of available community resources to facilitate a variety of activities
7. Share responsibility for planning and organising outings and external social events for members of the Day Service; including the completion of all relevant risk assessments
8. Act as key worker for approximately 15-20 members; oversee their programme of activities and therapies and review their progress with them at least once a year. Offer information, advice and advocacy as necessary and refer more complex issues to the Headway Casework Service
9. Share responsibility for supporting members in accessing and participating in communication based activities, including the use of IT resources and multimedia projects
10. Share responsibility for overseeing the wellbeing of members identified as having high support needs, including the completion of comprehensive individual risk assessments

11. Assist members with basic care requirements, as required
12. Take responsibility for practical tasks in the Day Service and contribute to the development of any procedures required to maintain appropriate standards
13. Model good practice for less experienced staff and volunteers.

Other duties

14. Develop and maintain relationships with statutory partners and ensure information is shared when appropriate and in accordance with data protection legislation
15. Establish and maintain contact with members' families, carers and other key people, referring them to the Caseworker Services and external agencies
16. Contribute to the development of Headway's services
17. Attend staff meetings and training as required
18. Adhere to Headway's policies and procedures
19. Any other duties that may reasonably be required

*This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.*

**Person Specification**

Essential	Desirable
<p><b>Experience &amp; Education</b></p> <ol style="list-style-type: none"> <li>1. Experience of working as part of a team of staff and volunteers</li> <li>2. Experience in running groups</li> <li>3. Experience of supervising volunteers</li> <li>4. Experience of working with people with disabilities</li> <li>5. Computer literacy, including working knowledge of Microsoft Office, particularly Word, Excel and Access</li> <li>6. Experience of working in a kitchen</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience working in a community day service for people with Acquired Brain Injury</li> <li>2. Experience in organising and developing community projects</li> <li>3. Two years’ experience of working with people with disabilities/vulnerable adults</li> <li>4. Two years’ experience working in a community kitchen</li> <li>5. Qualification in Food Hygiene – Level 2</li> <li>6. Experience of providing advocacy and advice</li> </ol>
<p><b>Skills, Knowledge and Abilities</b></p> <ol style="list-style-type: none"> <li>1. Excellent organisational skills</li> <li>2. Excellent facilitation skills</li> <li>3. Excellent literacy and numeracy skills</li> <li>4. Excellent listening skills</li> <li>5. Ability to self-motivate</li> <li>6. Ability to problem-solve and prioritise</li> <li>7. Ability to learn quickly</li> <li>8. Ability to work under pressure and to stay calm in stressful situations</li> <li>9. Ability to relate well to people on a one-to-one basis &amp; in group settings</li> <li>10. Ability to be empathic with others’ situations</li> <li>11. Basic knowledge of and understanding of the benefits system and the Care Act 2014</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of Acquired Brain Injury and its effects</li> <li>2. Knowledge and understanding of the demographic Headway East London serves</li> <li>3. Extensive knowledge of and understanding of the benefits system and the Care Act 2014</li> <li>4. Understanding of Co-production</li> </ol>
<p><b>Other Requirements</b></p> <ol style="list-style-type: none"> <li>1. Personally and professionally responsible</li> <li>2. A commitment to team working</li> <li>3. Flexible, adaptable and reliable</li> <li>4. A commitment to equal opportunities</li> <li>5. Willingness to work evenings/weekends</li> <li>6. Sense of humour</li> </ol>	<ol style="list-style-type: none"> <li>1. Awareness of issues relating to disability and social exclusion</li> </ol>