

Headway East London
Bradbury House
Timber Wharf
238-240 Kingsland Road
London E2 8AX
Tel: 020 7749 7790
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June 2019

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 and our blog <http://headwayblog.blogspot.co.uk>.

The starting salary for this position is £24,116.18. 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 by 9am on Monday 24th June 2019. First round of interviews are scheduled to take place on Tuesday 2nd and Thursday 4th of July 2019. Successful candidates from the first round of interviews will be invited to a second interview scheduled to take place on Monday 8th, Tuesday 9th and Thursday 11th of July 2019.

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 July, please assume that your application has not been successful.

Yours faithfully,

Thomas Alexander
Kitchen Projects Lead

Email: thomas.alexander@headwayeastlondon.org

020 7749 7790

Job Description

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

Background

Headway East London is a charity supporting people affected by brain injury. With clients from across 13 London boroughs we offer specialist support and services to around 250 survivors each week, as well as support and advice to their family, friends and carers.

We provide therapies, advocacy, family support and community support work alongside our specialist day service: a community venue where members can make the most of their abilities and interests. We believe that every one of our members has something to contribute to both Headway and the wider community.

We also promote awareness and understanding of brain injury by providing information, acting as an educational resource for universities, offering training to professionals and businesses, and running projects engaging our members with the public.

Our vision is to build a society where people with brain injury are valued, respected and able to fulfil their potential to lead full, active lives.

Main Purpose

To contribute to the running and continued development of the Headway Kitchen, where staff work alongside members of Headway East London's Day Service and volunteers to prepare a daily lunch. The successful candidate will also be involved with planning and running our bi-monthly supper clubs with members, and identifying and developing other kitchen projects and opportunities. The role also involves providing advocacy and support ('key working') for up to 20 members, and ensuring the smooth running of the day service as a member of the co-ordinating team.

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. Development of kitchen projects, identifying possible new opportunities and ventures.
7. 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

8. 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
9. 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
10. Share responsibility for overseeing the wellbeing of members identified as having high support needs, including the completion of comprehensive individual risk assessment
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

1. Develop and maintain relationships with statutory partners and ensure information is shared when appropriate and in accordance with data protection legislation
2. Establish and maintain contact with members' families, carers and other key people, referring them to the Caseworker Services and external agencies
3. Contribute to the development of Headway's services
4. Attend staff meetings and training as required
5. Adhere to Headway's policies and procedures
6. 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>Experience & Education</p> <ol style="list-style-type: none"> 1. Experience of working as part of a team of staff and volunteers 2. Experience in running groups 3. Experience of supervising volunteers 4. Experience of working with people with additional support needs 5. Computer literacy, including working knowledge of Microsoft Office, particularly Word and Excel 6. Experience of running a kitchen. 	<ol style="list-style-type: none"> 1. Experience working in a community day service for people with Acquired Brain Injury 2. Experience in organising and developing community projects 3. Two years' experience of working with people with disabilities/vulnerable adults 4. Two years' experience working in a community kitchen 5. Qualification in Food Hygiene – Level 2 6. Experience of providing advocacy and advice.
<p>Skills, Knowledge and Abilities</p> <ol style="list-style-type: none"> 1. Excellent organisational skills 2. Excellent facilitation skills 3. Excellent literacy and numeracy skills 4. Excellent listening skills 5. Ability to self-motivate 6. Ability to problem-solve and prioritise 7. Ability to learn quickly 8. Ability to work under pressure and to stay calm in stressful situations 9. Ability to relate well to people on a one-to-one basis & in group settings 10. Ability to be empathic with others' situations 11. Basic knowledge of and understanding of the benefits system and the Care Act 2014. 	<ol style="list-style-type: none"> 1. Knowledge of Acquired Brain Injury and its effects 2. Knowledge and understanding of the demographic Headway East London serves 3. Extensive knowledge of and understanding of the benefits system and the Care Act 2014 4. Understanding of Co-production.
<p>Other Requirements</p> <ol style="list-style-type: none"> 1. Personally and professionally responsible 2. A commitment to team working 3. Flexible, adaptable and reliable 4. A commitment to equal opportunities 5. Willingness to work occasional evenings/ weekends 6. Good sense of humour. 	<ol style="list-style-type: none"> 1. Awareness of issues relating to disability and social exclusion.