

# THE GOSPEL OAK LIVING ROOM

## Living Room Coordinator application - summer holiday cover

**Contract length:** Monday 7th August - Friday 18th August (a total of 10 days)

**Hours:** Monday - Friday, 10am - 2pm; Sunday 11am-2pm (43 hours)

In addition: Tue 22nd, Thu 24th, Sun 27th and Tue 29th August (15 hours)

**Rate:** £15.55 per hour (a total of £901.90).

**Based:** Across three sites in Gospel Oak, NW5

## About the Project

The Gospel Oak Living Room (GOLR) is a partnership between five Camden organisations based in the Gospel Oak area:

- Bacton Tower TRA
- St Martin's Church
- Cooperation Town
- Wendling TRA
- Ludham & Waxham TRA

The partnership was formed in October 2022, with the project starting in January 2023.

The Living Room operates throughout the year across the five spaces, inviting residents to socialise in a friendly environment and enjoy a hot drink and a home cooked meal.

## The Coordinator Role

The Living room is run by two Coordinators who between them oversee the day to day running of the project on behalf of the partner organisations and ensure its successful and smooth delivery.

We are seeking to contract a Coordinator to cover this role for a part of August.

## Responsibilities

1. **Facilitation:** being present during project hours, welcoming and introducing residents
2. **Managing spaces:** setting and tidying up rooms as required, ensuring spaces are clean and safe to use, reporting any issues to the relevant organisation
3. **Lunch supervision:** collecting cooked meals from the kitchen, setting up the service area and offering food alternatives (freshly made toasts, pastries, fruit) as required
4. **Purchasing:** researching refreshments supplies (milk, etc) as required
5. **Project admin:** logging visitors numbers per day

## Person specification

1. Good listening and conversation skill
2. Friendly and open minded with a positive attitude
3. Good communication and able to relate to people of all ages and backgrounds
4. Organised with a good attention to details
5. Able to multitask and work flexibly

To apply please send your CV with a short cover letter describing your relevant experience and why you'd like to be considered for the role to [GospelOakLivingRoom@gmail.com](mailto:GospelOakLivingRoom@gmail.com) by 5 pm on **Tue 18 July 2023**

Interviews will take place on w/c 24 July 2023.