

Shopper - Job Profile

Organisation Purpose and Scope

Centre 81 members have been through a transition of change due to the impact of the Covid-19 pandemic. As widely recognized individuals from Black, Asian and Minority Ethnic (BAME) groups and those with underlying health conditions are particularly susceptible to coronavirus. These conditions include those with illnesses affecting their heart, lungs and immune systems as well as those with diabetes and/or obesity.

88% of our Skills & Activities members are perceived as being vulnerable. 62% are wheelchair dependent and 16% need one to one support for all meals, snacks and drinks. High numbers of our members have been diagnosed with diabetes and/or overweight with many having a BMI that is more than 30. Additionally, many of our members have complex social and/or medical conditions to manage.

Centre 81's role is to offer our members appropriate support, facilitate social interaction in a non-institutional way and assist our members to improve the quality of their life. It is important for the long-term sustainability of the organisation that we continue to provide cutting-edge, person-centered services to our members, which enhance their individual and collective resourcefulness and resilience.

Centre 81 has become a really important place supporting our members and providing training and volunteering opportunities for those who wish to work positively, developing their professional expertise within the care sector supporting adults with a range of disabilities, to develop critical skills and enjoy life. The overall aim is to safeguard Centre 81 so that it has the capacity to offer its services to our current and future generations.

Centre 81 is currently in the process of moving to bigger and more suitable premises, the move to Yare House will take place this summer (2022).

Core Values of Centre 81

Centre 81 ethos is to work with members from a person-centered approach that acknowledges each individual is the expert in their life, knows what matters to them and how they wish to live their life. By acknowledging each person's uniqueness and working with them with respect and dignity, Centre 81 aims to address all forms of discrimination, particularly on the grounds of disability and promotes the rights of its members. Centre 81 actively encourages social inclusion and through this access to greater independence and reduce social isolation.

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To support members who are unable to go out either due to their disability, health or as a result from the COVID pandemic with their weekly shopping.

Organisational Relationship

- Line Manager – Julie Charles, Skills & Activities Manager.

Key Information

- Salary £8.91 per hour
- Annual Leave: 28 days per annum including bank and public holidays per rata
- Statutory sick pay (SSP) only.

Liaise with:

- Line Manager - Julie Charles, Skills & Activities Manager.
- Skills & Activities - Administrator: Collecting and understanding of shopping lists
- AKM administrator - Regarding any concerns relating to the buses or car
- Lead Administrator - Collecting monies and procedures regarding payment

Principle duties and responsibilities:

1. To work in line with all risk assessments, including all COVID 19 Risk assessments
2. Collect shopping lists from office
3. Purchase items as set out on members individual lists at designated supermarkets and delivering goods in a timely manner.
4. Any queries whilst out shopping, contact the member concerned by phone to seek further guidance.
5. When delivering shopping to members be mindful of their situation and offer assistance, where needed, to put shopping away. This could include putting items in fridges/freezers.
6. To be able to handle money and all information given with a safe and confidential approach.
7. To work within our current procedures for collecting payment from members and paying monies to office.
8. To bring any safeguarding concerns to the Line Manager's attention immediately.
9. Drive the vehicle in a safe and courtesy way, always adhering to the Highway Code.
10. Perform basic vehicle checks ensuring that any concerns about the roadworthiness of the vehicle are reported to your Line Manager.
11. Ensure that all faults are logged in the Vehicle Fault Book.
12. Keeping the vehicle tidy in between journeys ensuring that no equipment is left loose which could in the event of an accident cause injury to you or others.
13. To undertake such other duties or hours of work as may be reasonably required which are consistent with the responsibility of this job

General Requirements

1. To be fully involved in supervision discussions and follow through identified actions.
2. To ensure, as far as is reasonably practicable, observance and adherence to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
3. To follow all Centre 81's guidelines regarding Covid 19.
4. A commitment to anti-oppressive practice and equality of opportunity.
5. To undertake evening and weekend work as required.
6. To undertake any other duties required that are commensurate with position and salary.