Causeway Coffee Morning Team Member: Role Description

Purpose: To create a welcoming environment where adults with learning disabilities, their families, and carers can socialise, engage in activities, and feel valued. The role helps foster a sense of community and belonging for all participants.

Reports to: Group Leaders

Time Commitment: Weds 09:15-12:30 (except during August and Christmas)

Key Responsibilities:

- Help set up room before guests arrive, ensuring side door is open with sign displayed
- Welcome guests warmly
- Offer refreshments & engage with participants during activities (games, crafts, music)
- Be attentive to the room environment and participants' comfort throughout the session
- Support carers if guests become distressed, following their lead regarding appropriate interaction
- Assist in clearing and securing the room after the event, including tables, lights, heating, and doors
- Report any safeguarding concerns promptly to Group Leaders and Safeguarding Lead.

Success Looks Like:

- Guests feel noticed, valued, and respected
- A nurturing community atmosphere develops where participants feel comfortable engaging
- Team members work collaboratively, supporting one another while focusing on guests' needs