



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

Do you want to work for an award winning charity?

Telford & Wrekin CVS are looking for value driven people to join our dynamic and diverse team.

Community Café Co-ordinator

18 hours per week

Fixed Term Contract until 31st December 2024

If you are passionate about community Cafes & empowering a team of volunteers with additional needs, then this opportunity could be for you.

This post will share the daily management of the community café at the CHEC Community Centre and to develop the community activities and events that help to make the café a vibrant and welcoming community hub.

You will provide quality food and beverages (light suppers, evening meals, small catering orders, simple meals and be able to batch cook fresh meals for freezing) maintaining high food safety standards and customer satisfaction.

You will supervise, teach and empower a team of volunteers with additional needs.

The successful candidate will be required to undertake Enhanced Disclosure and Barring Service check, and as the position requires the post holder to work in contact with vulnerable adults, Telford & Wrekin CVS is entitled to ask exempted questions under the provisions of the Rehabilitation of Offenders Act 1974 Exemptions Order 1975 and will require an Enhanced Disclosure from the Disclosure and Barring Service before any appointment can be confirmed. Telford & Wrekin CVS complies completely with the DBS [Code of Practice](#); a copy of the code is available on request. Any criminal record shown on a disclosure will not necessarily be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn. Our Recruitment of Ex-Offenders Policy is available on request. Information obtained from the DBS will not be used unfairly.

Closing Date: 22nd April 2024

For an informal discussion contact Jeni Kuczynska, Deputy CEO, on (01952) 916081 or by email jeni.kuczynska@tandwcvcs.org.uk

For an application pack, please contact Karen Morrow, HR Officer, on (01952) 916036 or email karen.morrow@tandwcvcs.org.uk