



<b>Employer's Name</b>	Motherwell Cheshire CIO
<b>Position Job Title</b>	Community Laundrette Coordinator
<b>Reports To</b>	Operations Coordinator

<b>Contracted Hours</b>	6 Hours per week on a Saturday
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<b>Overview</b>	A service provided for women by women, promoting positive health and well-being, by offering a range of educational services, holistic therapies, and mental health support.
<b>Location of position</b>	New Images Youth and Community Centre, Nixon Drive, Winsford CW7 2HG
<b>Job purpose</b>	To manage the day to day operations of the laundrette, and promote and engage the community into our laundrette and community support.
<b>Key responsibilities and accountabilities</b>	<ul style="list-style-type: none"> <li>• To maintain the laundrette standards and ensure the laundrette is in full working order</li> <li>• To plan and coordinate the laundrette diary</li> <li>• To promote Motherwell and our services</li> <li>• To engage and sign post service users to our services and other agencies</li> </ul>
<b>Additional responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend team meetings</li> <li>• Support fundraising activities</li> <li>• Some travel may be required</li> <li>• Some other tasks may be required from time to time commensurate with the grading of this post</li> </ul>
<b>Training and Support</b>	<ul style="list-style-type: none"> <li>• Induction to organisation.</li> <li>• Safeguarding training</li> <li>• Health &amp; Safety training</li> <li>• First Aid training</li> </ul>
<b>Reimbursement of expenses</b>	<p>Out-of-pocket expenses will be reimbursed:</p> <ul style="list-style-type: none"> <li>• mileage costs @ 50p per mile up to a maximum</li> <li>• public transport up to a maximum of £25 per return trip</li> </ul>
<b>Contact Information</b>	<p>Kate Blakemore  <a href="mailto:kate@motherwellcheshirecio.com">kate@motherwellcheshirecio.com</a>            07734868325</p>