



## JOB DESCRIPTION

**Post Title:** Group Support

**Responsible to:** HLC Assistant

**Accountable to:** Healthy Living Centre Co-ordinator

### JOB SUMMARY

To assist Links Healthy Living Centre staff in running certain groups and activities.

### KEY TASKS / RESPONSIBILITIES

- To assist Links Healthy Living Centre Staff in planning activities for certain groups, e.g. Tete a Tete, Heartstart
- To help with the running of that group or activity, e.g. by providing one to one support where needed, provide refreshments, set up area
- To complete the activity register for certain activities and collect payments from attendees, e.g. Belly dancing, Stretch & Tone.