



*May 2021*

## **Wave Café Development Director - Job Description**

**Status:** Part-time  
**Reports to:** Chair of trustees  
**Based:** 1 day home based, 2 days café based (Muswell Hill, N10)  
**Hours:** 3 days per week (*with potential for growth*)

### **General Purpose**

Wave Café is a social enterprise set up to establish a creative space and café in Muswell Hill where people with and without learning disabilities can meet, socialise and work together as equals. What makes Wave Café unique is its ethos of changing attitudes to disability and difference by creating a space where those of all ages, backgrounds and abilities can socialise, work and create together as equals – not as ‘clients’ or ‘service users’.

Wave Café strongly promotes the attitude that, whatever our abilities, we can all contribute to the well-being of our local community.

Wave Café currently operates a one day per week inclusive community café in a local venue, providing a creative space where people of all abilities can socialise, eat, work and take part in inclusive art activities.

The intention is to increase our output to 2 days per week by 2022, with a view to further increase that over the next year.



The role of the Wave Café Development Director is to work with the board of trustees to deliver the medium and long term strategic plans of Wave Café. They are also responsible for overseeing the management and operations of the Wave Café day and evening events.

## Key Tasks and Responsibilities

### **General**

- Line manage the rest of the staff team: Café manager, Administrator and Events Coordinator
- Attend monthly Executive Committee meetings and quarterly Trustees meetings

### **Events**

- Oversee the daytime café operations
- Plan and manage the daytime café arts programme
- Plan and promote creative evening events programme (*monthly from January 2022*)
- Be a visible presence at the café, welcoming and interacting with attendees

### **Strategic Planning**

- Work with the trustees to formulate and deliver medium and long term strategic plans for the running and development of Wave Café's daytime café and events
- Create and maintain partnerships with other local community groups (*learning disability colleges, adult learning centres, community arts groups, local authority teams etc.*)
- Write applications for small, medium and large sized grant funds
- Grow Wave Café's existing community and attract new café guests

### **Marketing & Communications:**

- Oversee Wave Café social media output
- Design and distribute publicity for the café and any evening or additional events
- Work with community groups in the local area to advertise the café
- Keep the Wave Café community updated on events regularly via email / newsletters

### **Administration**

- Maintain Wave Café's contact database and emails
- Add bills, receipts and invoices to online banking software where appropriate
- Work with Treasurer to produce financial reports and annual accounts
- Maintain and update Wave Café's website
- Keep up to date on relevant legal and regulatory requirements and ensure compliance

## Personal Attributes

- An interest in working with people of all ages, backgrounds and abilities
- Flexible, creative and able to 'get stuck in' at every level of the organisation
- A creative and entrepreneurial mindset, able to plan and devise events
- Organised and reliable, self-motivated and able to work independently on projects
- Tenacity, determination and willingness to challenge
- Excellent written communication skills and able to produce marketing material
- Ability to improvise and adjust to changes at the last minute
- Thoughtful and sensitive when managing relationships with a variety of people