

JOB DESCRIPTION

Job Title: Older Persons Co ordinator
Accountable to: AUKW Befriending Team Coordinator
Bradford on Avon Health and Wellbeing Group
Date Written: May 2016

Primary Purpose:

To assist the Health and Wellbeing Group in Bradford on Avon (BOA) to identify the needs of Older People in the BOA community area; to work with the local community to meet those needs through voluntary work.

Duties:

- To identify the location and needs of older people in the BOA Community area
- To map existing support services for older people in the BOA Community area
- To liaise with existing support services for older people in the BOA Community area and support their development
- To identify funding opportunities for new and existing support services for older people in the BOA Community area
- To develop new support services for older people in the BOA Community area
- To signpost to existing services for older people in the BOA Community area
- To identify and develop new volunteer roles to meet the needs of older people in the BOA community area.
- Assist with the recruitment, interviewing and training of volunteers.
- Facilitate service user/volunteer introductions; supervise and support volunteers
- Monitoring links between service users and volunteers to ensure service user satisfaction and quality of service
- Maintain up-to-date records of service users and volunteer contacts using web based contact management system
- Provide reports on the impact and delivery of the service as required
- Promote the service to the public and other community and partner organisations
- Participate and contribute to the work of the Bradford on Avon Health and wellbeing Group
- Undertake other duties as may be required from time to time

This job description may be reviewed in the future to ensure that it truly reflects the activities and scope of the post.

SUPPLEMENTARY INFORMATION – POST

Location :	Home based with travel across BoA Community area
Hours :	Part time post 25 number of hours per week. Occasional evening or weekend work to support organisational promotional events or service delivery will be required.
Salary :	£13,010
Travel:	The nature of the job will require travel and candidates must be able to meet this requirement. Travelling expenses will be paid for travel incurred in the course of duty (mileage currently paid at 40p per mile).
Holiday Entitlement:	Five weeks leave p.a. (excluding Bank Holidays)
Contract:	All new staff are subject to a six month probationary period. Four weeks' notice is required to terminate employment by either side i.e. the employee or Age UK Wiltshire. During the probationary period, one week's notice is required by either side.
Funding:	2 years funding in place.
Pension:	Age UK Wiltshire has an automatic enrolment workplace pension scheme in place for eligible employees.
Criminal Disclosure:	The post holder will be subject to police checking by the Disclosure and Barring Service (was CRB) at Enhanced Disclosure level.

Age UK Wiltshire will seek to ensure that people will not be excluded from working for the organisation because of their age, race, ethnicity, faith, marital status, sexual orientation, gender, physical or mental health.

Applications must be made on an Age UK Wiltshire application form to be received no later than midday on Monday XXXX

Interviews will be held on XXX

If you would like an informal discussion regarding this post please contact our main reception who will help to co-ordinate this or email your contact details to admin@ageukwiltshire.org.uk

SUPPLEMENTARY INFORMATION – ORGANISATION

All staff within AUKW are expected to contribute to the following

Meeting the aims and objectives of Age UK Wiltshire	Act at all times to protect the organisation from any risk of wrong doing or damage to reputation.
Policies	Contribute to the development, implementation, monitoring and review of key organisational policies
Organisational quality standards	Contribute to ensuring that AUKW meets the requirements asked of brand partners by the Age UK Organisational Quality Standards
Teamwork	Teamwork is essential and all staff are expected to carry out any work that might reasonably be required, including cover for colleagues and the start-up of new services. All job descriptions will be reviewed and updated regularly.
Learning organization	Age UK Wiltshire aims to support all staff and volunteers in their training and personal development, and all staff are expected to contribute to the development of Age UK Wiltshire as a learning organisation, including playing a part in relevant networks
Age UK – Regional and National	Participate in Age UK Wiltshire's development within the Age UK national and regional structures and take part in the activities and networks of its South West region and (occasionally) beyond.
Equality and Diversity	Undertake all duties with due regard to Age UK Wiltshire's Equality and Diversity policy
Confidentiality and Data Protection	Undertake all duties with due regard to Age UK Wiltshire's Managing Information (Confidentiality, Data Protection and Record Management) Policy
Safeguarding	Comply with Age UK Wiltshire's policy and procedure on Safeguarding Adults at Risk

PERSON SPECIFICATION

ESSENTIAL	DETERMINED THROUGH		DESIRABLE	DETERMINED THROUGH	
	APPLICATION	INTERVIEW		APPLICATION	INTERVIEW
<u>Experience/Knowledge</u>					
Knowledge, understanding and sensitivity to the needs of older people	✓	✓	Understanding of volunteering related issues		✓
Experience of organising own workload according to changing priorities	✓	✓	Experience of working with and supporting volunteers	✓	✓
			Experience of working for a community based charity/voluntary agency	✓	
<u>Skills</u>					
Good communication skills verbal and written	✓	✓	Competent use of client contact management databases	✓	✓
Good inter-personal skills	✓	✓			
Good numeracy and literacy skills	✓	✓			
Competent use of IT software such as MS Office e.g. word, excel and outlook	✓	✓			
<u>Abilities</u>					
To problem solve and use own initiative	✓	✓	To assist with the recruitment, training and support of volunteers	✓	✓
To maintain confidentiality and be discreet at all times	✓	✓			
To work on own with minimal direction and as part of a team	✓	✓			
To work quickly but accurately under pressure and meet deadlines	✓	✓			
To maintain accurate and up-to-date records	✓	✓			
To drive/have access to a car and to travel within and occasionally	✓	✓			

beyond Wiltshire					
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Person Specification (continued)

ESSENTIAL	DETERMINED THROUGH		DESIRABLE	DETERMINED THROUGH	
	APPLICATION	INTERVIEW		APPLICATION	INTERVIEW
<u>Disposition</u>					
Trustworthy, reliable and punctual	✓	✓			
Concerned to help improve the lives of older people	✓	✓			
Thorough and well organised		✓			
Motivated and enthusiastic		✓			
Approachable and sensitive		✓			
Professional image and demeanor with service users, volunteers and staff		✓			
Calm approach to handling other people's/organisation's problems		✓			