**WELLBEING ACTIVITIES COORDINATOR**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **Job Title:** | **Wellbeing Activities Coordinator** |
| **Salary:** | £26,000 FTE |
| **Hours of Work:** | 21 hours per week. |
| **Responsible to:** | Wellbeing Services Manager |
| **Based at:** | Ann Owens Centre  Oak Lane  East Finchley  London N2 8LT  154 Station Road Hendon NW3 and other locations throughout the Borough of Barnet as required. |
| **Purpose of Job:** | * To be responsible (with colleagues) for the day-to-day operation of the Age UK Barnet wellbeing activity programme ( incl Digital Inclusion & Exercise) * Identify & engage with older men and develop a range of appropriate activities. * Ensure older participants experience activities which align with their wishes and provide social, mental and physical stimulation appropriate to their needs. * Identifying loneliness / social isolation amongst participants and with the support of other Age UK Barnet staff try to alleviate the situation by signposting to? additional activities / services. * Ensure the health and safety of activity participants and compliance by all staff and volunteers. |

**DUTIES**

* Organise and facilitate (with colleagues ) a timetable that provides opportunities for stimulation and social interaction for older people, ensuring a variety of activities are offered. Including refreshments and food where appropriate.
* Setting up rooms/venues, ensuring all resources needed for the provision of activities are transported and available.
* Assist more frail, vulnerable and clients from seldom heard communities to receive the appropriate support to participate in activities.
* To assist in developing and distributing appropriate digital and hard copy marketing and advertising material
* Where appropriate to develop resources such as videos of activities sessions or to support engagement.
* Keep accurate records and monitoring information of service users and activities, using Charity Log, Age UK Barnet’s client management system.
* To arrange to take payment for activities sessions and ensure volunteer expenses are processed. Keep accurate records of payments and costings
* To help recruit and support volunteers to assist in the running of sessions as necessary.
* To explore new venues and ensure services are available in all parts of the borough.
* Ensure all activities are delivered in accordance with agreed policies and procedures e.g. equalities and diversity, health and safety, confidentiality, data protection etc.
* To develop and analyse participant evaluations of the service and establish the outcomes of the service delivery.
* Respond to queries from clients and keep in touch with participants about new activities that might be of interest.
* Participate in marketing and network events.
* Build effective relationships / networks with a variety of key voluntary, statutory and private partners (including faith, minoritised people, tenants and other groups) to enable improved access to activities for older people
* The post may involve occasional evening or weekend work, for which time off in lieu can be claimed.

**Other**

* The above items outline the main duties and responsibilities of the post and are designed to give an accurate flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required.
* The post holder will be expected to adhere to all Age UK Barnet policies and procedures in all aspects of their work
* Some meetings and other events may be held out of normal office hours and may involve travel away from the local area.

**Age UK Barnet is committed to safeguarding and promoting the welfare of vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.**

**PERSON SPECIFICATION FOR WELLBEING ACTIVITIES COORDINATOR**

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|  | **CRITERIA** | **ESSENTIAL OR DESIRABLE** |
|  | **KNOWLEDGE** |  |
|  | Knowledge of health issues affecting older people | E |
|  | Knowledge of other languages, cultures and religions | E |
|  | An understanding of the needs and concerns of older people, including those with dementia. | E |
|  | Knowledge of statutory or voluntary agencies in Barnet and how they relate to those over 55 years of age. | D |
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|  | **SKILLS & ABILITIES** |  |
|  | Ability to Plan and organise activities within budget as well as monitor, evaluate and report on them | E |
|  | Ability to formulate and instigate innovative ideas to support and increase wellbeing of older people and put them into practice. | E |
|  | Ability to build effective working relationships with people and organisations representing people of different cultures, background and beliefs. | E |
|  | Ability to work as part of a team, supporting colleagues, management and having the skills to communicate the plans and progress of activities . | E |
|  | Good digital skills, ability to support older people with basic technology and an understanding of issues around digital exclusion | E |
|  | Good written and oral communication skills in the English language. | E |
|  | Must be able to move around the Borough and transport equipment or resources to venues throughout Barnet. |  |
|  | Numerate | E |
|  | Ability to prioritise workload and work to deadlines | E |
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|  | **EXPERIENCE** |  |
|  | Managing volunteers | D |
|  | Training volunteers | D |
|  | Maintaining reporting systems | E |
|  | Using client management or in-house databases for recording and collating data. | E |
|  | MS Office applications particularly Word and Excel. | E |
|  | Experience using, email and the internet | E |
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|  | **EQUAL OPPORTUNITIES** |  |
|  | Commitment to incorporating Equal Opportunities principles into all aspects of work. | E |
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|  | **ADDITIONAL** |  |
|  | Must occasionally be able to work outside of usual working hours. | E |
|  | Full driving license and use of a car | D |