

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Sandwell Community Activities Team Leader</b>
<b>Responsible to:</b>	<b>Head of Operations</b>
<b>Responsible for:</b>	<b>Volunteers</b>
<b>Location:</b>	<b>Head Office (with community-based delivery)</b>
<b>Hours/Salary:</b>	<b>30 Hours Per Week, £19,172.40 + benefits</b>

### Description of Service

Age UK Birmingham & Sandwell provides a range of services and programmes for people aged 50 and over.

The Sandwell Community Support programme is dedicated to reducing loneliness and isolation amongst older people through the provision of social and physical activities across Sandwell.

### Job Purpose

Your role will be to develop and deliver our programme of social and physical activities for people aged 50+ across Sandwell. You will also work with the programme manager to design and implement evaluation systems to demonstrate the impact social and physical activities have on the wellbeing of older people.

### Principal Duties:

- To develop new social and physical activities for older people
- To engage with older people to understand their aspirations for activities and develop community offer in response
- To prepare material and actively promote the activities of the programme to citizens, partners, and other stakeholders
- To maintain accurate and confidential records of all activities and outcomes
- To develop contacts, links, and relationships with other programmes such as NNS
- To represent the team at external meetings where appropriate
- To work with the Line Manager to achieve targets to meet funding contract requirements
- Risk assesses working environments as appropriate in line with AUKB's Health & Safety policy
- To support volunteers assisting the service
- Make referrals/signpost to Age UK Birmingham and Sandwell colleagues and other appropriate agencies and organisations for specialist support
- Report all incidents and accidents promptly to the Line Manager
- To undertake any other duties commensurate to the post not specifically mentioned in this job description.

## PERSON SPECIFICATION

### Experience and Knowledge:

- Experience of working in programmes that focus on community-based interventions including physical/social activity.
- Experience of engaging with older people, particularly those with vulnerabilities
- Experience of working in partnership with other local and statutory organisations
- Experience of contributing to programme evaluations and an understanding of the main approaches to outcomes measurement
- Understanding of Health and Safety as it applies to support work including Risk Assessment.
- A good knowledge and understanding of safeguarding practices

### Personal Skills and Attributes:

- Excellent organisational and time management skills
- Ability to respond to competing demands and to prioritise tasks.
- Excellent communication skills, being able to speak to older people from a wide variety of backgrounds and put them at ease.
- Approachable, empathetic, friendly, and able to get on with others and be a strong team player
- Action-oriented, flexible, and innovative approach to development of community activities
- Capable of hands-on problem solving and ability to generate ideas and solutions
- Ability to communicate effectively, in writing and verbally, with people at all levels
- Strong interpersonal and relationship building skills
- Excellent IT skills e.g., Word, Excel, PowerPoint, and Client Management Databases

### Other Requirements:

- Flexible and willing to work some unsocial hours if needed
- Access to own transport and willingness to travel across areas of delivery
- Commitment to incorporating Equal Opportunities principles into all aspects of work.
- Enhanced DBS check
- Driving licence

### Education and Qualifications:

- Good standard of education including English and Maths
- Evidence of training appropriate to the post