

JOB DESCRIPTION

Job Title:	Walk Leader
Responsible to:	Sandwell Activities Team Leader
Responsible for:	Volunteers
Hours/Salary:	Fixed Term to March 2025 18 Hours Per Week £ £11,512.80 pa + benefits
Location:	Community Based (with travel across Sandwell)

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, plan and implement a women's health walk programme which will involve leading short, accessible, community-based health walks for people wishing to improve their health through regular physical activity.

You will also connect health professionals to the walking groups to cascade key health management and improvement messages.

Also working with the groups to support them to become self-led, independent, and sustainable.

Principal Duties:

- To research, plan and lead walks
- To ensure that new walkers complete a health walk questionnaire before they take their first walk

- To maintain a register of all people on the walk and ensure all relevant paperwork is kept up to date and stored appropriately
- To undertake risk assessments of walking routes and complete risk assessment forms
- To make referrals/signpost to other appropriate agencies and organisations for specialist support based on the individual needs and circumstances.
- To prepare project reports for funder.
- To report any safeguarding/incidents/accidents to line manager.
- To represent the team at external meetings where appropriate.
- To support and develop participants to become volunteer walk leaders.

Other duties

- To work to achieve the objectives of the organisations' Equality and Diversity Policies.
- To undertake any training required for the role and by the organisation.
- To participate in the supervision and appraisal systems adopted by the organisation.
- To adhere to the Health & Safety, information assurance, safeguarding policies and all other policies relevant to service delivery.
- To undertake any other duties commensurate to the post not specifically mentioned in this job description.

PERSON SPECIFICATION

Experience and Knowledge:

- knowledge of health issues and the benefits of walking for women
- Understanding the needs of older people in the community
- Demonstrate an understanding and experience of working with people from different backgrounds with varying needs.
- Experience of working with and supporting volunteers
- Understanding and commitment to the principles of good practice in relation to equality and diversity.
- A good knowledge and understanding of safeguarding practices.
- Demonstrate a working knowledge of the Data Protection Act and confidentiality.
- Understanding of Health and Safety as it applies to community-based delivery including risk assessment.

Personal Skills and Attributes:

- Enthusiasm for walking with a commitment to deliver and improve the health walk programme
- Good communication skills to encourage, motivate and provide support to participants and others
- Friendly, sociable personality to develop good relationships with participants and others
- Ability to plan, organise and manage health walks and a range of appropriate activities and resources
- Excellent organisational and time management skills
- Ability to communicate effectively, both in writing and verbally, with people at all levels
- Strong interpersonal and relationship building skills.
- Self-motivated and able to work independently on own initiative.
- Ability to use IT e.g., Word, Excel, and Client Management Databases