

Age UK Bournemouth, Poole & East Dorset **Job Description**

POST TITLE:	Walking Football Session Leader
SALARY SCALE:	£15 - £20 per hour depending on experience
HOURS:	3 posts @ 1.5 hours per week (Zero Hour Contract) (Fixed Term Contract – 32 Weeks)
RESPONSIBLE TO:	Health and Wellbeing Manager
RESPONSIBLE FOR:	Volunteers and Clients
BASED:	Various Locations throughout Bournemouth, Poole & East Dorset (BH7, BH10, BH11, BH12)
PURPOSE:	To work under the direction of the Health and Wellbeing Manager to develop a Walking Football programme. The post holder will be responsible for developing, organising, delivering, and monitoring a weekly Walking Football session for older adults aged 55+. Successful applicants will have to undergo FA Safeguarding children, FA Playmaker & FA Introduction to first aid training.

KEY RESPONSIBILITIES

- To deliver safe, effective, and engaging Walking Football sessions to older adults living aged 55 and over.
- To always provide appropriate care and encouragement and dignity to participants, respecting and reflecting individual needs.
- To effectively promote the sessions across BCP areas and actively recruit participants.
- To liaise with venues to ensure that facilities are available, safe, and welcoming and consistent with terms and conditions agreed.
- To carry out risk assessments for participating individuals and of facilities and equipment.
- To maintain effective attendance registers and up to date participant records (using information technology) in accordance with Data Protection and Age UK BPED Data Privacy and Confidentiality policies and procedures.
- To communicate effectively with the Health & Wellbeing manager to gather and record case studies and success stories.

- To look after all of the equipment owned by Age UK BPED associated with the Walking Football programme.
- To provide information to the Health & Wellbeing Manager, utilising the above information, to produce monthly reports to the management of Age UK BPED, Age UK national charity, Sport England and other partners as required including the evaluation of the effectiveness of walking football programme
- To act as a First Aider and maintain up to date training and membership qualifications for appropriate bodies, in line with new fitness initiatives, the delivery of your role and the programme and your own personal and professional development.
- To help to identify new opportunities for continued development of the Walking Football groups.
- To ensure all duties and responsibilities associated with the role are carried out in accordance with Health and Safety guidelines and good practice and compliance at all times with all relevant Age UK BPED policies, procedures and quality standards.
- To develop and sustain effective relationships with clients, their families, volunteers, Age UK colleagues, NHS colleagues, other partners and the wider community in order to promote the safety, independence, health, well-being and personal development of older people in BCP.
- Other duties as directed by the Health and Wellbeing Manager, Chief Executive and trustees which are consistent and commensurate with the responsibilities of the post and the needs and development of the Walking Football Programme.
- To maintain and keep up to date records, collate output, outcome and quality measures using systems in place in accordance with Data Protection and Data Sharing Protocols always observing Age UK BPED Privacy and Confidentiality policies.

Age UK Bournemouth, Poole & East Dorset Person Specification

Education & Training:	Essential	Desirable	Source of Criteria Evidence
5 GCSE's including Math's & English at grade C or above, or equivalent		✓	Application and interview
Level 1 or above football coaching		✓	Application and interview
Experience:			
Knowledge and understanding of issues affecting older people in relation to health & social issues	✓		Application and interview
Working with people that have been diagnosed with dementia	✓		Application and Interview
Experience in risk assessing at a strategic level	✓		Application
Experience of undertaking client assessments		✓	Application and interview

Experience of managing staff or volunteers		✓	Application and interview
Skills and Abilities			
Engaging interpersonal skills especially with older people	✓		Application and interview
Excellent team building and motivational skills	✓		Application and interview
Excellent planning and organisational skills	✓		Application and references
Computer literate, good knowledge of Microsoft Office and the internet	✓		Application, Interview and test
Highly self-motivated, demonstrates integrity and trustworthiness	✓		Application and interview
Works cooperatively and professionally with colleagues as part of the immediate and wider team	✓		Interview and references
Knowledge of other Age UK BPED Services		✓	Application and interview
Excellent customer service skills, at all levels	✓		Application and interview
Good written and verbal skills	✓		Application and interview
Willing to continue professional training and development	✓		Interview
Other:			
The legal right to work in the UK	✓		Application and interview
Knowledge of the local area of responsibility		✓	Application and interview
Car owner and full clean driving license	✓		Application and interview