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AGE UK BRISTOL

**JOB DESCRIPTION**

**Post: BAB Participants Network Community Development Officer**

Responsible to: Services Manager

Hours: 21 hours per week

Salary: £22, 885 per annum (pro rata)

Duration: Fixed term contract until March 2020

Place of work: Age UK Bristol’s offices at Canningford House, 38 Victoria Street Bristol BS1 6BY, but with some outreach sessions in the Bristol area

**Organisational Values**

At Age UK Bristol we help make sure that everyone in Bristol can love later life. We do this by supporting and empowering older people, helping other organisations to work together, and championing the interests of older people in the city.

**Aims of the post**

Develop BAB Participants Network maximising membership and engagement of individuals participating in BAB funded initiatives and more generally in the city. In doing so increase:

* Numbers engaging with BAB projects
* On-going participation in projects and evaluation form (CMF) completion
* Participant engagement in project co-production

Work in collaboration with the BAB Participants Network Communication Officer to jointly deliver the outcomes of the Network.

**Main Tasks**

The job description does not give a complete list of duties, rather a broader range of responsibilities and performance indicators. It is subject to review and change.

1. Work closely with BAB delivery partners and core BAB team
2. Co-produce the Network alongside steering/advisory group, involving older people at every stage of development
3. Engage businesses into sponsorship of the membership scheme
4. Within GDPR requirements communicate with BAB project participants encouraging them into membership of the network
5. Facilitate the meeting up of the membership locally and city wide
6. Explore and where appropriate utilise the Network to support BAB Age Friendly City Initiative
7. Ensure some focus on ‘at-risk’ groups to improve participation, starting with BAME communities, carers, people in care homes and people 85+
8. Produce a toolkit to enable older people to identify and refer their peers to BAB projects
9. Support the BAB data collection processes
10. Maintain agreed monitoring and evaluation procedures in order to produce regular reports of activities and outcomes to BAB commissioners and other relevant stakeholders
11. Act as an ambassador for Age UK Bristol

**General**

1. Work within the values, beliefs and policies of both Age UK Bristol and BAB at all times and to promote these to service users, carers and other stakeholders
2. Take part in line management, supervision and appraisal as required
3. Undertake other tasks commensurate with the position as required

#### Person Specification

This document sets out the skills and experience required for this post and will be used for shortlisting and interviewing candidates. All are essential except where indicated as desirable.

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| **Qualifications**   1. Educated to degree level (desirable) |
| **Experience of**   1. Leading community development and co-production (2 years +) 2. Working in partnership with a range of stakeholders, including statutory sector, voluntary sector organisations, community groups and the private sector to achieve outcomes (2 years +) 3. Managing and delivering a project including planning, stakeholder management and evaluation/impact models 4. Working with older people 5. Working in the voluntary sector (desirable) |
| **Knowledge**   1. Of the issues faced by older people including loneliness and isolation 2. Of Bristol and its systems and networks (desirable) |
| **Skills & Abilities**   1. Ability to produce and present reports and summarise (verbally and written) in a clear and focused way 2. Ability to motivate and encourage others in the achievement of specific objectives 3. Good IT skills including MS Excel, MS Word, MS Outlook and MS PowerPoint 4. Time management, including the ability to be flexible, prioritise competing demands and manage a varied workload |
| **Personal attributes**   1. Commitment to work in an inclusive, team-focussed way 2. Commitment to put older people at the heart of the programme 3. Willing to work outside of office hours on occasion 4. Dependable and able to work independently at times using own initiative 5. Ability to travel effectively around Bristol |