

## **Age Friendly Bucks Programme Coordinator (Job Share – 1 year Fixed Term Contract)**

**Reporting to:** Chief Executive

**Salary:** £31,200 per annum (FTE) pro-rated

**Hours of work:** 15-22.5 hours a week (2-3 days)

### **Background**

As the Bucks population is ageing more rapidly than the UK average (by the 2040s one quarter of Bucks residents will be over 65 years old), how Bucks recognises, celebrates, champions and supports older people will be increasingly important. That is why Age UK Bucks is delighted to be working on a collaborative programme with Buckinghamshire Council and other partners to make Buckinghamshire a more Age Friendly place to live, in line with the [Age Friendly Communities framework](#) developed by the World Health Organisation.

This role, and the programme of delivery will support the development, implementation, and monitoring of Age Friendly Buckinghamshire.

### **Age UK Bucks**

Based in Aylesbury, and delivering services supporting older residents across the county, Age UK Bucks currently supports 4,000 older people with Information and Advice, Welfare Benefits, Befriending, Hospital Discharge Support and Home Services, such as housekeeping and gardening.

### **Job Purpose**

To engage residents and stakeholders effectively to develop, champion and deliver an effective Age Friendly Bucks programme, focusing on three main deliverables:

- Develop and deliver a resident and partner engagement programme to hear and understand views of the barriers and enablers to an Age Friendly Bucks.
- Plan and deliver key communications campaigns and activity that effectively communicates the programme and its progress.
- Support the development of, and deliver specific projects that help to provide practical 'Age Friendly' initiatives and actions, working with Bucks Council and local partners.

### **Key tasks and responsibilities**

The role is multi-faceted, and the Coordinator will be working in partnership with Public Health, policy makers, local businesses and organisations, as well as directly with Bucks residents from across the county and our many communities and groups, focusing on the following key responsibilities:

#### **1) Programme management and delivery**

The Coordinator will need to manage a range of activities and priorities, and will need to provide appropriate updates and reports internally and to Bucks Council and the Age Friendly Partnership

- Programme management, delivery, monitoring and reporting.
- Project and budget management, including highlighting key risks and enablers.
- Project sustainability including legacy building and future funding streams.
- Active presence on the Bucks Age Friendly Partnership Board.

## **2) Engagement with residents, communities and other stakeholders and gathering insight**

A key deliverable of the role is a series of resident, partner and stakeholder engagement activities and events (10 a year) that provide insight and knowledge for the programme for prioritisation, resource deployment and planning.

- Stakeholder mapping and engagement.
- Insight gathering and reporting (about barriers and opportunities for an Age Friendly Bucks).
- Engaging people and organisations from Buckinghamshire's diverse communities in an inclusive manner, through consultation, events and surveys to encourage co-production and idea development.
- Data collection and reporting.

## **3) Championing the programme and communicating to stakeholders**

The Coordinator will play a key role in communications, working with Bucks Council to share relevant, appropriate and timely comms that helps deliver the programme and raise awareness of progress and impact.

- Four significant communication 'events/campaigns' a year.
- Development and delivery of a communications strategy with responsibility for drafting communications and gaining approvals.
- Influence age-friendly and accessible communications among stakeholders and key agents
- Utilising owned and potentially paid for media.
- Acting as programme Ambassador and champion.

## **4) Partnership working to deliver key 'Age Friendly' initiatives**

The Coordinator will work closely with stakeholders and Public Health to develop and deliver projects (unspecified) that deliver Age-Friendly initiatives to Bucks residents.

- Innovation and service/product development.
- Project planning and delivery.
- Partnership, collaboration and co-production.
- Monitoring and reporting.

## **5) Other duties**

- Represent the project at forums, presentations and events.
- Develop a network of Age Friendly projects/places/organisations which we can learn from (e.g., Centre for Ageing Better Age Friendly Network).
- Represent the project and Age UK Bucks in the community, attending groups or activities outside office hours, as required.
- Develop and maintain an understanding of our work and the needs and circumstances of our client group.
- Comply with our policies and procedures.

### **What you can expect from Age UK Bucks:**

You will have the opportunity to work in a fast-moving and dynamic charity, with highly skilled, motivated, and committed volunteers and staff team – influencing the growth of support available for people affected by our work.

Your support and supervision will be committed and hands-on and you will have regular access to the CEO.

You will be encouraged to access learning and development opportunities.

## Role Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>Insight into issues and opportunities faced by charities and the voluntary sector.</p> <p>Knowledge and understanding and empathy for older people.</p>	<p>Understanding of the Age Friendly idea and the benefits for communities and older people.</p> <p>A good understanding of Buckinghamshire as a county, the local authority and the local voluntary sector.</p> <p>Insight and understanding of the challenges and discrimination faced by older people, including older people from disadvantaged groups within the community.</p>
<b>Experience</b>	<p>Programme and/or project management and delivery.</p> <p>Influencing role where communications and relationship building has been key.</p> <p>Work-experience of office systems and processes.</p> <p>Experience of engagement throughout project delivery.</p>	<p>Charity and voluntary sector experience.</p> <p>Experience of co-production throughout all aspects of project delivery.</p> <p>Developing and maintaining networks with a range of contacts to publicise the achievement of a project.</p> <p>Experience of identifying and accessing external funding and resources to support project delivery.</p> <p>Knowledge of safeguarding.</p>
<b>Skills</b>	<p>Excellent oral and written English, and a fabulous communicator.</p> <p>Excellent relationship building skills at individual and organisation level.</p> <p>Ability to create and maintain Excel spreadsheets and learn CRM inputting and reporting methods.</p> <p>Collaborative working and influencing colleagues.</p> <p>Ability to “join the dots” to ensure links between programmes of work, strategies and opportunities to deliver Age Friendly objectives.</p>	<p>CRM user and administrator.</p> <p>Ability to present to audiences and groups with confidence and be inspiring.</p> <p>Social media and digital skills.</p>
<b>Personal</b>	Commitment to the values of the	

<b>Attributes</b>	<p>organisation.</p> <p>Passionate about older people.</p> <p>Self-motivated, able to work unsupervised, with a mature and flexible approach.</p> <p>Team player with a willingness to 'pitch-in.'</p> <p>Able to work with different levels of authority, organisation and stakeholders.</p> <p>Evidence of commitment to equality and diversity.</p>	
<b>Other</b>	<p>Ability and willingness to work flexible hours (occasional evening / weekends) to meet needs of the organisation and programme.</p> <p>Willingness and ability to travel independently.</p> <p>Driving Licence and access to car.</p>	

## Terms and Conditions

The position is office-based, but with significant flexibility to work from home and in the community.

When home-based, use of a fully functional computer with webcam is essential to ensure to regular contact with the team. A computer will be provided.

Minimum of 15 hrs per week, with flexibility regarding working hours- i.e., the post-holder does not necessarily work office hours only but must be responsive to needs of the project and stakeholders.

Employees are entitled to 5 weeks (25 working days) holiday per full time role per year. In addition, you will also be entitled to all the Public and Bank holidays in England.

The Charity meets the current legislation by providing a pension scheme. All employees are enrolled in the opt in scheme and if they wish to opt out must complete appropriate paperwork.

Chartered Institute of Fundraising Membership plus coaching & mentoring support from Nova Fundraising.

## Our values

Commitment to the aims of the organisation and the ability to demonstrate the following values:

- Enabling: We assist older people to live independently and exercise choice

- Influential: We listen to older people, represent their interests and ensure their voices are heard
- Dynamic: We are innovative, driven by results and consistently deliver for older people
- Caring: We are passionate about what we do and care about each individual
- Expert: We are authoritative, trusted and quality orientated

## **Equal Opportunities**

Age UK Buckinghamshire is committed to being an [Age Friendly Employer](#). We recognise the importance and value of older workers and want to improve work for people in their 50s and 60s and take the necessary action to help them flourish in a multigenerational workforce.

Age UK Buckinghamshire wants to become more representative of the community we serve. We encourage equality, diversity and inclusion in the workplace and encourage applications from our wonderful rainbow of talent in Bucks and people of all ages.

This job description may change from time to time according to the needs of the organisation.