



JOB DESCRIPTION

JOB TITLE: Project Coordinator (Men in Sheds)
LOCATION: Hartford
ACCOUNTABLE TO: Senior Project Coordinator
DATE REVIEWED: October 2019

PRIMARY PURPOSE:

To encourage and enable older men to participate in the Men in Sheds project. To provide a positive environment where socially isolated, older men want to meet and to offer support if any other services from Age UK Cheshire could be of service to the client.

Main Duties:

1. To actively promote the project and encourage older men within the general public to participate in the project. To use such methods as giving/arranging talks; social media; organising one-off promotional events; arranging "taster" sessions; contacting the local media (via the Marketing department).
2. To recruit, train and support volunteers to help in the delivery of the project. To co-ordinate a team of volunteers to continually develop the project as a place of recreation and social interaction.
3. To be responsible for Health & Safety for the project; undertaking risk assessments, etc; ensuring these activities are completed adequately. Work according to Health and Safety legislation and to Age UK Cheshire's policies and procedures.
4. To meet the required financial targets by fundraising and/or income generation as agreed by the Senior Project Coordinator and the Head of Services.
5. To be responsible for the security of the building including opening the Shed, locking up at the end of the day and holding the keys.
6. To provide a comprehensive induction process for each new attendee, including a health and safety assessment for the use of any equipment.
7. To ensure that all volunteers, staff and participants in the project adhere to all approved safety procedures.
8. To monitor all equipment on an on-going basis in order to ensure that sufficient equipment is available and is fit for purpose and meets the requirements under Age UK Cheshire's health and safety obligations.

9. To develop short courses and learning activities for volunteers and participants in the project.
10. To develop a programme of activities for the project participants and encourage and facilitate them partaking in an activity of their choice. This includes daily management of the activities taking place in the sheds and of the conduct of all participants ensuring that a positive example is set by the Coordinator.
11. To identify and network with local organisations, businesses and other charities to ensure good links and relationships which support the project and Age UK Cheshire.
12. To actively engage with the funders of the sheds as directed by the Senior Project Coordinator, to include attendance at events, hosting visitors in the Sheds and contributing to the production of items as requested.
13. To work flexibly around all locations of the Sheds in order to provide cover for sickness and holiday absence.
14. To act as a conduit of communication and information between the older men attending the Sheds and the wider Age UK Cheshire organisation, ensuring that a positive awareness of all services and Age UK Cheshire in general is maintained for the benefit of participants.
15. To ensure the attendance fee is collected from each attendee of the Shed on a regular basis.
16. To ensure that up to date and accurate financial records are maintained including charging records, petty cash and income generation receipts.
17. To undertake all other administrative tasks for the project as required.
18. To keep records about the work of the project and to provide reports and statistics on a regular basis. To encourage participate in all evaluation and monitoring procedures.
19. To attend briefing/staff meetings as required.
20. Work according to the standards required by legislation, the contract and the policies and procedures of Age UK Cheshire especially in relation to the data protection and confidentiality policy and equal opportunities policy.
21. To undertake suitable training for the role as agreed with line management.
22. Work within organisational Quality Standards, including ISO9001, Advice Quality Standards and Age UK (the national body) where required.
23. To attend appraisal and supervision sessions as required and report regularly to the Senior Project Coordinator according to agreed standards.

24. To promote the services of Age UK Cheshire and to assist in any fundraising activities organised by Age UK Cheshire.

25. To undertake any other reasonable duties as requested by the Chief Executive.

**PROJECT CO-ORDINATOR (Men in Sheds)
PERSON SPECIFICATION**

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Prior experience of service/project delivery and management • Health & Safety knowledge • IT skills, including internet, email, word processing • Understanding of the issues affecting the lives of older people • Understanding of the difficulties faced by disadvantaged groups in accessing services • Good organisational skills including information, resources and time management • Excellent interpersonal skills • Effective communication skills, both written and oral and confident in public speaking • Able to set and manage priorities • Able to motivate self and others • Ability to drive and the use of a car for business purposes 	<ul style="list-style-type: none"> • Experience of the voluntary sector • Knowledge of working with raw materials, ie. wood, metal, etc • Experience in working with workshop machinery • PAT Testing Qualification • Practical DIY skills

**PROJECT CO-ORDINATOR (Men in Sheds)
Additional Information**

“Every man needs a shed” and in 2008 Age UK Cheshire launched the ‘Men in Sheds’ project. The project aims to encourage older men:

- To become more involved in their local community
- To socialise and make new friends
- To learn new skills and share existing skills
- To become involved in varied volunteering opportunities

It works with older men to improve self-esteem, has rehabilitative benefits and at the same time promotes the benefits of friendships, discussion and debate, the sharing of problems plus so much more. We operate 5 sheds in Hartford, Crewe, Ellesmere Port, Winsford and Chester.

Location: Hartford

Hours: 29 hours per week, over 4 days Monday to Thursday. This job requires a flexible approach to working hours and some evenings/weekends might be necessary. No overtime payments can be paid for extra hours worked, but time off in lieu will be given by prior agreement with the Senior Project Officer.

Salary: £14,703 per year.

Holiday Entitlement: Five weeks leave p.a. (excluding Bank Holidays) rising after 5 years continuous service by one day per year (pro rata) to a maximum of 6 weeks leave after 10 years.

Contract: All new staff are subject to a six-month probationary period. Four weeks' notice is required to terminate employment by either side i.e. the employee or Age UK Cheshire. During the probationary period, one week's notice is required by either side.

Funding: We have confirmed funding for this role until August 2021 and extension beyond this will be subject to further funding agreement.

Pension: Age UK Cheshire has an automatic enrolment workplace pension scheme in place for eligible employees.

Health Care: After the 6 months probationary period staff will automatically join the Age UK Cheshire's Health Care Cash Plan and will be entitled to receive healthcare benefits.

Criminal Disclosure: The post holder will be subject to police checking by the Disclosure and Barring Service (was CRB) Enhanced Disclosure.

Age UK Cheshire is a *Mindful Employer* and positive actions will be taken to ensure that people will not be excluded from working for Age UK Cheshire because of their age, race, ethnicity, faith, marital status, sexual orientation, gender, physical or mental health.

Closing Date: No later than 5pm on Friday 1st November 2019.

Interviews: w/c 11th November 2019.

Registered Charity No. 1091608