

JOB DESCRIPTION

- Post:** Activity Programme Coordinator (26.04)
- Responsible to:** Projects Manager
- Based at:** Houghton House, Belmont Business Park Durham with the post holder required to travel countywide
- Hours of work:** 37 hours per week. Monday – Thursday 8:30am – 4:30pm
Friday 8:30 am– 4:00pm
Some evening and weekend work may occasionally be needed for which time off in lieu will be given
- Salary:** £27,345 per annum pro rata + 5% pension contribution to Organisation's Pension Scheme
- Holidays:** 36 days per annum including statutory holidays and Christmas closedown

Purpose:

The post holder is responsible for planning and co-ordinating a programme of physical activity sessions and groups for those less active people aged 65+

Key Tasks:

1. To plan and set up physical activity sessions and groups for older people.
2. Promotion of the programme to reach older people who will most benefit, identifying and reviewing referral routes and their successes
3. Supporting management and governance of the service to include trouble shooting issues and planning for delivery period.
4. Supporting volunteers assigned to support the programme of work
5. To ensure that service users are involved in the development and evaluation of services and that standards are adhered to.
6. To develop and maintain effective referral pathways with a wide range of health and social care professionals and relevant community organisations.
7. To effectively publicise and promote the Programme to the target group.
8. To develop effective links with local community groups and organisations.
9. To ensure all organisational policies are effectively implemented and that all legislation including Health and Safety and Data Protection regulations are adhered to.
10. To ensure all activities are covered by the organisation's insurance provision and that annual written risk assessments are conducted.

11. To ensure all Programme registration, monitoring, assessment and evaluation requirements are met and that required records and statistical information are provided.
12. To monitor Programme expenditure in line with budget.
13. To undertake personal development as agreed with your line manager.
14. To attend staff/team meetings.
15. Undertaking any additional duties that may be required.

General

There will be a requirement to travel therefore a current valid driving licence and daily access to a car is essential for this post. Mileage rates as agreed by our Board of Trustees will be paid for the use of a car for business use.

The appointment will be made subject to the receipt of references and an Enhanced DBS check.

Age UK County Durham operates a no smoking policy in all of its premises.

Age UK County Durham is an equal opportunities employer.

PERSON SPECIFICATION

Essential Criteria:

- Level 2 physical exercise/fitness related qualification
- Experience in health and wellbeing settings
- Sound understanding of the Health and Safety risks and their mitigation, in the provision of community exercise for older people
- Ability to motivate older clients who may not have previously undertaken any formal exercise
- Excellent communication and presentation skills
- Excellent interpersonal skills, with experience in supervising and supporting others
- Ability to work collaboratively with other agencies and ensure confidence and credibility
- Experience of project promotion, development and co-ordination
- Excellent organisational skills with the ability to manage a diverse workload
- Able to work on own initiative and as part of a team
- Empathy and understanding of the needs of older people and to be client focused
- Commitment to equal opportunities
- Be enthusiastic and self-motivated
- Computer literate with good knowledge of Microsoft Office
- Full driving licence and daily access to own vehicle

Desirable

- Recruitment and co-ordination of volunteers
- Experience of budgetary and financial management
- Experience of partnership working
- Falls prevention training
- Recognised Health and Safety qualification
- Current First Aid certificate

Method of Assessment:

- Application form
- Interview
- Presentation