

JOB DESCRIPTION

- Post:** Older Peoples Resilience Worker (26.05)
- Responsible to:** Chief Executive Officer
- Based at:** Houghton House, Belmont Business Park Durham with the post holder required to travel countywide
- Hours of work:** 30 hours per week. Monday – Thursday 8:30am to 4.30pm
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:

To coordinate a programme of work that supports the most financially and digitally isolated and vulnerable people aged 50 plus across County Durham.

The post holder will be responsible for developing and co-ordinating a programme of workshops and resilience pathways, empowering people aged 50+ to live financially secure and digitally included lives.

Key Tasks:

1. To work with colleagues to access and record client information
2. To establish a programme of digital inclusion workshops across the County
3. To work positively and proactively with financial professionals and local businesses to facilitate delivery of informative and empowering workshops.
4. To ensure that service users are involved in the development and evaluation of services and that the Age UK County Durham's standards are adhered to.
5. To develop and maintain effective referral pathways with a wide range of health and social care professionals and relevant community organisations.
6. To effectively publicise and promote the Programme to the target group.
7. To develop effective links with local community groups and organisations.
8. To ensure all organisational policies are effectively implemented and that all legislation including Health and Safety and Data Protection regulations are adhered to.
9. To ensure all activities are covered by the organisation's insurance provision and that annual written risk assessments are conducted. This is to include schemes where staff/volunteers are making visits to clients' homes.
10. To ensure all Programme registration, monitoring, assessment and evaluation requirements are met and that required records and statistical information are provided.

11. To monitor Programme and provide brief reports.
12. To undertake personal development as agreed with your line manager.
13. To attend staff/team meetings.
14. 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 Criminal Records Bureau check that meet the requirements of the organisation.

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:

- Excellent digital skills and confidence using different devices, including smart phones, tablets and laptop/desktop computers and ancillary equipment such as printers
- Excellent communication and presentation skills
- Experience of working within a community setting/charitable organisation
- Understanding of challenges for people aged 50+
- 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

Method of Assessment:

- Application form
- Interview