

Age Concern Durham County trading as Age UK County Durham

JOB DESCRIPTION

Post	Community Development Officer (26.08)
Responsible to	Projects Manager
Based at	Age UK Houghton House, Belmont Business Park, Durham and the post holder will also be required to work at other locations if and when required.
Hours of work	Part time/Full Time or job share considered Monday to Thursday 8.30am – 4.30pm, Friday 8.30am – 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 plus up to 5% pension contribution to Organisation's Pension Scheme
Holiday Entitlement	36 days per annum including statutory holidays and Christmas closedown

Purpose

To develop and design with people aged 50+ , sustainable activities that aim to improve older people's physical and mental wellbeing and enrich their lives.

To research and identify gaps in current service provision for older people and develop effective partnerships with statutory, voluntary and other agencies countywide.

To lead on initiatives that promote wellbeing and a reduction in social isolation of older people.

Key tasks

1. To develop activities, both alone and in partnership with other agencies, in accordance with the business plan that meet the needs and aspirations of older people.
2. Mapping and identification of community assets that could be used to develop or enhance project activities
3. To recruit, train, place and support volunteers
4. To develop effective links with local community groups and organisations.
5. To facilitate the promotion of other AUKCD services and projects.
6. To represent the Organisation at external meetings.
7. To attend and contribute to staff / team meetings.

8. To maintain accurate records and provide reports and statistical and written information as required.
9. To accurately complete all administration and documents in accordance with the agreed procedures and service standards.
10. To ensure effective communication between all levels of employee and volunteers.
11. To undertake personal development as agreed between yourself and your Line Manager
12. Work as part of a team with other Age UK County Durham staff and volunteers.
13. Undertake any other duties that may be reasonably requested

General terms and conditions

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 Disclosure and Barring Service (DBS) 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

- Experience of community development & engagement.
- Proven track record in developing & shaping services for and with older adults.
- An understanding of the needs of and an empathy with older adults.
- Good interpersonal skills.
- Ability to take a flexible and creative approach to involving and consulting with service users and researching their views.
- Experience of recruiting, training and supporting volunteers.
- Ability to manage and prioritise a diverse workload.
- Good communication skills both written and oral.
- Self-motivated with the ability to work both alone and as part of a team to meet objectives and deadlines.
- Excellent IT skills including Microsoft Office and databases.
- Ability to assimilate information, maintain accurate records and produce concise, clear reports.
- Knowledge of basic financial management, budgets and cost control.
- Flexible attitude to work (some evening or weekend work may be required for which time in lieu will be given) and the ability to travel throughout the county.
- Good general standard of education.
- Commitment to Equal Opportunities.
- Due to the nature of the post it is essential that the post holder has a full driving licence and daily use of a car.

Desirable

Experience of project management

Method of assessment

Application form and interview