

Job Description

This job description is not exhaustive and is intended only as a guide to the range of activities associated with the post.

JOB TITLE:	Falls Awareness Training Worker (role 2) £12.33 per hour 12 hrs per week + 8% employer contribution pension 12 month contract January 2020 to end of December 2020
RESPONSIBLE FOR:	Falls Awareness Training Project delivery
RESPONSIBLE TO:	Chief Executive Services and Influencing Programme Board
JOB PURPOSE:	To work within a small team to develop then deliver a package of falls awareness training to community based staff and volunteers in Derbyshire. The training will enable participants to be aware of the factors contributing to falls, the impact on individuals and services, and to make appropriate referrals for preventative care and support.

The Falls Awareness Training Project: The project has developed from the Falls and Bone Health Pathway and is funded by Public Health within Derbyshire County Council who also fund our delivery of the Strictly No Falling falls prevention service across the county.

The project complements Public Health's development of an e-learning package for Level 3 clinical staff in DCHS (Derbyshire Community Health Services). The Falls Awareness Training will develop and deliver face to face versions of this training for Level 2 and Level 2 staff, volunteers and the public.

Base: The Falls Awareness Training Worker can choose from three hot desk bases: Derby City Centre, The Head Office Heanor and Bakewell Day Centre. Hot-desking facilities are available in all three and the nature of the role will involve considerable time spent in delivery and travel.

The Role: The project aims to provide a falls prevention training programme which will enable target audiences to have the skills and knowledge to support older people to reduce their risk of falling. The role will include delivering predominantly the training package for Level 1 staff and volunteers offering an accessible falls awareness skills session. The training courses will have a short trial and then be delivered across the County. The role includes engaging partners, booking sessions, delivering sessions in the most cost-effective delivery pattern possible, working with a co-worker to achieve the output targets for the project, and capturing performance data, monitoring and evaluation data and providing regular updates and a short report in January 2021.

The Project will be supported by:

- AUKDD Management time
- Two roles of 18 and 12 hours per week to provide county coverage, a mix of staff skills and holiday cover
- Website and social media support

The project timescales are revised to :

December 2019	January 2020	February	to	December 2020
Recruitment	Development	Delivery 30 hours pw (18 hrs role + 12hrs role)		
December 2020	January 2021			
Project ends	Report			

Major Tasks:

Planning

- Engaging with partners to identify opportunities to deliver training for Level 1 participants but capturing opportunities for Level 2 and Train the Trainer packages and sharing with co-worker
- Agree appointments for training sessions and record in a shared online diary
- Set up training sessions in free venues and liaise with venues for access and hospitality

Delivery

- Deliver a training package for Level 1 peer champions and engage with this target audience to recruit participants and to help achieve a sustainable model, host online information, advice and updates for peer champions

To achieve the project performance indicators the role will:

- work closely with Public Health, Derbyshire County Council and link the content of the community training package appropriately to the content of the healthcare clinicians training
- engage collaboratively with DCC communications requirements and be creative to ensure the training is effective and engaging
- engage with a variety of stakeholders to achieve a good range of training participants in terms of role and geographical coverage
- seek and gain feedback from participants and monitor feedback regularly making changes to the content, format and delivery of the training as appropriate
- maintain online information and updates via communications to support ongoing development for participants

Development

- To support the Falls Prevention Service by encouraging referrals to SNF classes, promoting the service and engaging potential partners for referrals
- To support the Information Roadshow sharing opportunities for delivery, contact details and promoting the service.

Management and Supervision

- To actively participate in regular 1:1 performance reviews with the CEO, Falls Prevention Service team meetings and development plans for Services and Influencing Programme Board.
- To ensure financial procedures are followed and finance information provided regularly to AUKDD Head Office.
- To complete all necessary paperwork as directed, and to maintain delegated project activities within agreed budgets.
- To provide information, statistics, budget information etc for internal and external reports.

Other Tasks:

- Contribute to the quality assurance programmes used by AUKDD.

Reporting:

AUKDD will report per quarter against the KPI's in the service specification which are summarised as:

1. Develop three training packages:
 - a) non-healthcare professionals and deliver a minimum of 30 training sessions and achieve a minimum of 450 delegates
 - b) peer advocates and deliver 20 sessions to a minimum total of 150 delegates
 - c) train the trainer and deliver to a minimum of 30 delegates
2. Monitor feedback from 90% of participants with a minimum of 50% reporting an increase in awareness and knowledge

3. AUKDD will work with Public Health to ensure the project responds to developments in local Falls Prevention activity and will attend regular contract management meetings. Using reporting data from the project, qualitative data from delegates and stakeholders AUKDD will produce an end of project report.

Communication:

- To communicate effectively with the project co-worker and training package developer to resolve issues and achieve project targets
- To communicate with the Line Manager regularly to plan work, update and develop the service.
- To communicate effectively with any staff, volunteers and customers.
- To maintain the highest levels of professionalism in handling confidential data, information and disclosures from individuals, organisations and services.
- To work within AUKDD policies and procedures.

Training and Development:

- To complete all mandatory training and induction for the role as directed.
- To actively engage with training and personal development opportunities to extend areas of knowledge and develop expertise.

Health and Safety:

- To take reasonable care for personal health and safety and have regard to other persons who may be affected by the performance of duties, in accordance with the provisions of Health and Safety legislation and actively encourage, promote and reinforce all Health and Safety procedures in accordance with the guidelines laid down in the AUKDD Health and Safety guidance and procedures
- To exercise proper care in handling, operating and safeguarding any equipment or appliance provided, used or issued by AUKDD or provided by a third party for individual or collective use in the performance of duties.

Equality and Diversity:

- To uphold the AUKDD Equality and Diversity policies and practices thereby promoting fair and quality services to all.

General:

- To work in a positive and friendly manner with other work groups to ensure the effective use of skills, resources, time and effort.
- To carry out any other duties relating to the post as agreed with the Line Manager.

Person Specification

To be the ideal Falls Awareness Training Worker you will need:

	Essential	Desirable
Qualities	<ul style="list-style-type: none"> • Reliability • Warmth 	<ul style="list-style-type: none"> • Energy and enthusiasm
Skills	<ul style="list-style-type: none"> • Excellent communication skills • Good basic IT literacy including use of online training packages, email and word documents • Ability to work on own initiative and meet deadlines • Experience of delivering and prioritising tasks • Excellent organisational skills • Ability to motivate people • Problem solving • IT and administrative skills 	
Qualifications	<ul style="list-style-type: none"> • Training or teaching qualification ideally for adults / or experience of delivering training and awareness sessions • Good basic level of education. 	<ul style="list-style-type: none"> • Able to demonstrate a commitment to ongoing learning and development
Experience	<ul style="list-style-type: none"> • Training/induction, personnel development • Display and presentation • Monitoring and reporting 	<ul style="list-style-type: none"> • Working in the voluntary sector • Working collaboratively
Knowledge	<ul style="list-style-type: none"> • Understanding of equality and diversity, and an open minded approach to all cultures and ways of life • Understanding of confidentiality 	<ul style="list-style-type: none"> • Voluntary and Community Sector services
Other Requirements	<ul style="list-style-type: none"> • Conscientious • Able to handle confidential and sensitive information about people in a tactful and respectful way. • Calm, approachable manner 	