



JOB DESCRIPTION

Day Centre Co-ordinator

Background

Age UK Gateshead is a registered charity and provides a range of services for older people across the Borough of Gateshead

Our Daycentres services is a long established essential part of the work of Age UK Gateshead.

The daycentres and Social groups provide social companionship for older people who are frail and housebound some of whom are affected by Cognitive Impairment. Our aim is to provide at least one day per week where people can look forward to having a hot meal, get involved in activities, receive advice, support and social companionship.

We have six centres throughout the Borough. Each centre has 20-25 members for whom we also provide transport. All of the support needs for clients are undertaken by our teams of trained volunteers, (including volunteer drivers and escorts).

Demand is always high resulting in each centre usually having a waiting list. Assessments are carried out to ensure that we can provide the correct level of support.

The role will include supervision of Daycentre staff and volunteers, and so experience in this area would be an advantage. The post holder must have empathy for older people and be totally committed to improving the quality of life for our daycentre members.

Main Responsibilities:

1. To plan and arrange with a variety of activities and outings (to enhance the social aspect of the service.)
2. To monitor the welfare of clients.
3. Maintain daycentres client records.
4. Administration of each centre's finances.
5. Recruitment, training and supervision of staff and volunteers.

6. Maintain Health and Safety standards, by ensuring continuous risk assessment of venues.
7. Assessment of new referrals
8. Provide regular progress reports, monitoring and other information as required (for funders, trustees etc).
9. To drive / passenger assist where required this is essential
10. To work as part of Age UK Gateshead, contributing to the activities of the whole organisation and operating within the organisation's policies and procedures.
11. Any other duties the Chief Executive considers appropriate.

Personal Specification:

	Application	Interview
Essential Criteria:	✓	✓
Good general standard of education	✓	✓
Ability to work on own initiative as well as part of a team	✓	✓
Experience of working with people	✓	✓
Experience of working with other agencies	✓	✓
A positive and enthusiastic attitude	✓	✓
Listening skills	✓	✓
Experience of planning/arranging activities and outings	✓	✓
Skills in craftwork or similar activities	✓	✓
Ability to assist with escorting clients on various outings	✓	✓
Flexible approach to working	✓	✓
Full driving licence and willing to drive a Mini bus	✓	✓
Desirable Criteria:	✓	✓
Experience of working with older people	✓	✓
Experience of the voluntary sector	✓	✓
Knowledge of statutory services	✓	✓
Awareness of community care issues	✓	✓
Car driver/owner	✓	✓
Supervisory experience	✓	✓