**Age Cymru Gwent**

**JOB DESCRIPTION**

**TITLE OF POST Development and Wellbeing Co-Ordinator**

**REPORTS TO Team Leader – Monmouthshire CSS**

**SALARY SCP 14 £9.53 / hr**

**HOURS 16 hrs per week**

**JOB PURPOSE**

To engage with the community and develop self-sustainable clubs to improve an individual’s wellbeing and develop social engagement and to support with the Link clubs when required by the Team Leader.

**KEY RESPONSIBILITIES**

* To develop, plan and implement an 8 week pilot programme of activities suitable for older people at community locations across the county of Monmouthshire.
* Encourage service users to become actively involved in developing and continuing to socialise as an independent sustainable group.
* To take referrals for sessions at the community locations, and pass onto the Team Leader for assessment.
* Ensure risk assessments for venues and activities are completed and safeguards are implemented.
* To keep accurate records of income and expenditure for the programme and submit them on a weekly basis to the Team Leader in conjunction with organizational cash handling procedures.
* To train and supervise suitable volunteers to assist with the programme in conjunction with the Team Leader.
* To assess the effectiveness of sessions delivered, using quantitative and qualitative data
* To drive the minibus and/or act as escort on the bus when required
* To assist with the running of our lunch and locality clubs when required at the request of the Team Leader.
* To compile quarterly newsletters for the service users, maintaining communication and providing Information on upcoming events and activities during the next quarter.
* To work flexibly to maximise and promote the service as requested by the Team Leader.
* To carry out any other duties required by the Team Leader.

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| **Person Specification** |

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| **Requirement** | **Essential/****Desirable** | **How tested** |
| **Education and Training** |  |  |
| QCF level 2 in health and social care, or willing to undertake  | E | Application |
| Appropriate IT and administration skills by qualification or experience. | D | Application / Interview |
| **Skills and aptitudes** |  |  |
| Proven experience of working with and an understanding of the needs of older people in the community | E | Application/Interview |
| Experience of working with volunteers | D | Application  |
| Excellent communication and interpersonal skills | E | Application/interview |
| Good organisational people skills | D | Application / Interview |
| An understanding of data protection and maintaining confidentiality at all times  | E | Application |
| Experience of cash handling and reconciliation | D | Application |
| Experience of collating activity programs with sustainability factors.  | D | Application |
| **Circumstances** |  |  |
|  Full driving license and use of a vehicle for work purposes | E | Application |
| Able to drive a minibus - **D1 Licence** required | E | Application |
| Willing to undertake any relevant training | E | Application / Interview |
| Willing to work across the Charity’s operational area | E | Application / Interview |
| **Further requirements- all posts** |  |  |
| Enhanced DBS disclosure required on appointment |  |  |
| Two satisfactory references pre-interview |  |  |