

Age UK Hertfordshire - Job Description

Job Title/ position	Club Assistant
Department	Active Ageing
Location	The Dell, Hertford
Hours	6 hours per day, 9.30am-3.30pm Thursdays
Starting salary	£3,972 per annum (£23,169.00 FTE)
Reports to	Club Supervisor
Responsible for	N/A
Benefits/ entitlements	Contributory Pension Scheme Health Cash Plan after six months service Travel expenses at 45p per mile

Scope:

Age UK Hertfordshire is an independent charitable organisation, which observes the values, principles, standards and good practice of the Age UK Federation; and consequently has been granted a licence to use the well-known name, Age UK Hertfordshire (AUKH), which is respected throughout the county.

Our mission is quite simply to ***“improve the lives of older people in Hertfordshire”***, and work to ensure that older people in Hertfordshire are valued, able to live well and retain their independence throughout later life.

We provide detailed information about our organisation and the range of services we provide on our website www.ageuk.org.uk/hertfordshire

Responsibilities/ Duties / tasks

- To support the Club Supervisor with the planning, organising and delivering the activities for the day. These activities should be stimulating, inclusive and engaging. They should include: physical activity, creative activity, cognitive games, health improvement and awareness sessions and outings.
- To assist in setting up the club for the day, and cleaning and tidying up at the end of the day, which may involve moving furniture.
- Support clients with changes to their mobility by offering an aid, a shoulder or an arm to steady on for support with balance.

- To record accidents, unusual or challenging behaviours or incidents and report to the Club Supervisor
- Maintain strict client confidentiality at all times and adhere to GDPR.
- Clients attending the clubs will be self-managing in toileting and mealtimes, however, there may be rare occasions where minimal assistance is required.
- To follow AUKH policy and processes at all time, including Health and Safety.
- To attend team meetings, supervision and training sessions as required.
- To provide transport for clients if and when required, this will mean that you will have to insure your car for business use.
- To escort clients to the dining area and distribute midday meals and refreshments.
- To undertake any other reasonable duty as required by the Club Supervisor or Active Ageing Manager.

In addition to the duties and responsibilities list, the job holder is required to perform other duties assigned by the line manager from time to time which are commensurate with capability and status.

Additional Information

Confidentiality: Attention is drawn to the confidential aspects of this job and personal responsibility and liability under the Data Protection Act 2018. Matters of a confidential nature, including information relating to clients or staff, must not under any circumstances be divulged to any unauthorised person.

Health & Safety: The post holder is required to take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work and to ensure that statutory regulations, policies and codes of practice and departmental safety rules are adhered to.

Equality & Diversity Policy Statement: We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We celebrate the diversity of society and are striving to promote and reflect that diversity within this organisation.

DBS: ENHANCED CHECK

APPOINTMENT OF THIS POSITION IS SUBJECT TO SATISFACTORY REFERENCES.