**Job Description**

**JOB TITLE:**  Activities & Events Co-ordinator

**JOB LOCATION:**  The Round House Ashington / Across Northumberland / Remotely

**SALARY:** £25,000 FTE

**ACCOUNTABLE AND REPORTING TO:**  Charity Manager

**HOURS:**  22.5 hours across 3 days

(Tues / Wed / Thurs)

**CONTRACT:**  Initial 12 months fixed contract

**PURPOSE OF THE ROLE:**  To plan and deliver a schedule of activities across Northumberland enabling older people to socialise, build friend networks and live life to the full.

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**ROLE DESCRIPTION:**

* **Be part of our team:** actively work with our Charitable Services team
* **Develop activities**: Create a program of activities that are tailored to people's interests and needs
* **Facilitate groups**: Lead groups and individual activities to support people's goals
* **Build community**: Engage with the local community to help people participate in hobbies and interests
* **Recruit volunteers**: Find volunteers to help with activities and events
* **Train and supervise volunteers**: Help train and oversee the work of volunteers supporting this project
* **Reporting:** Maintain client records and monitor clients’ wellbeing
* **Risk assessments:** Undertake necessary risk assessments
* **Policies and procedures:** Ensure the organisations policies and procedure are observed and implemented throughout service delivery.
* **Any other duties:** as delegated by the Charity Manager

**Your Skills and qualities**

* Friendly, kind, compassionate, with a good sense of humour
* Flexible, caring, patient and sensitive
* Good communication, organisational and time management skills
* Non-judgemental
* Commercially minded
* An understanding of the needs of older people
* Prepared to undertake a DBS check
* Can commit to 22.5 hours per week including scheduled session times
* IT literate
* Car owner / driver

**OUR VALUES:**

At Age UK Northumberland we have a set of values that underpin the purpose, objectives and day-to-day activities of those connected with the organisation. Employees and volunteers, including trustees, are expected to understand and ‘live’ the values of the organisation whilst undertaking their responsibilities and activities. Examples of ‘values in action’ can be found in application packs and in the performance management policy and documents.

**respect and empathy**

**empower**

**trust and integrity**

**empathy**

**equality**

**inclusion**

**community**

Our Values are relevant and can be applied to

both the internal and external environment.

**For more information - call us on 01670 784 800.**

**To apply – send your CV and a covering letter to**

[**joinus@ageuk-northumberland.org.uk**](mailto:joinus@ageuk-northumberland.org.uk)

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