

AGE UK SOLIHULL

JOB DESCRIPTION

Hours of Work: 18 hours per week

JOB TITLE: PSI Project Coordinator

BASE: The Core, Homer Road, Solihull B91 3RG. Travel required across the Solihull Borough, the service being delivered from various locations including community settings and service users' homes.

RESPONSIBLE TO: Older People's Services Manager

RESPONSIBLE FOR: Postural Stability Instruction Volunteers, and oversight of the Postural Stability Instructors

JOB PURPOSE: To coordinate and deliver a fully compliant Postural Stability Instruction Service (PSI).

To coordinate, develop, promote and provide PSI classes to help older people to enjoy improved health and wellbeing and lead more active, confident lives. To recruit and oversee PSI instructors.

DUTIES:

- To coordinate and develop the Postural Stability Instruction Service in conjunction with another Falls Prevention Coordinator. Including organising PSI classes, managing referrals and a caseload, allocating places, monitoring progress, obtaining feedback, writing case studies.
- To maintain a network of contacts with relevant service providers for the benefit of providing PSI services.
- To ensure appropriate training and development of PSI Instructors
- To manage and support volunteers linked to the project.
- To ensure service users are enabled to access various PSI service/classes location, utilising volunteer drivers where needed.
- To manage health and safety issues within the service, in conjunction with the Older People's Services Manager.
- To work flexibly and responsively with each service user in such a way as to gain trust and quickly establish a rapport.

- To work with a person centred approach ensuring each individual receives a service appropriate to their individual needs and wishes.
- To maintain accurate and up to date records and data, contributing to written reports as required in line with the requirements of Age UK Solihull and our Funders.
- To input accurate and timely data onto Charitylog.
- To work in partnership with relevant local organisations and professionals in order to identify and promote the project activities, set up and establish key pathways and engage local people.
- To work to the policies and procedures of Age UK Solihull and Birmingham and Solihull ICS.
- To communicate with other organisations in order to signpost and refer service users to any service that meets their needs in the most appropriate, effective and efficient way.
- Work with service users, volunteers and key stakeholders to develop and review the service in conjunction with the Older Person's Services Manager.
- To attend meetings and undertake training relevant to the position.
- To comply with all Information Governance regulations.
- To work as part of the wider Age UK Solihull team and undertake by agreement such other duties or projects within the organisation as may be necessary.

Additional Notes

All staff have a particular responsibility for ensuring that Safeguarding Adults legislation and guidelines are adhered to, that the well-being of at risk individuals is promoted and that at risk individuals are aware of their right to protection from all forms of abuse.

All staff have an individual responsibility to comply with Age UK Solihull's Policy and Practice on Health and Safety Matters.

All staff are expected to support the fundraising activities of Age UK Solihull.

This post requires an enhanced DBS Check

This post requires a driving licence and use of a car.