

JOB DESCRIPTION

August 2021

JOB TITLE:	Ageing Well Co-Ordinator (North Somerset)
CONTRACT TYPE:	6 month fixed-term (Extension possible subject to funding)
JOB PURPOSE:	To support the Ageing Well Manager in the development and co-ordination of the service activities in North Somerset
ACCOUNTABLE TO:	Ageing Well Manager
RESPONSIBLE FOR:	This post does not carry line management responsibilities but will involve supervisory duties relating to Ageing Well instructors and volunteers working in North Somerset
LOCATION:	Home-based, but with a requirement to travel to those specified community-based sites in the beneficial area. The postholder will usually be required to attend the Taunton office on at least 1 day each fortnight
NORMAL HOURS:	Part-time: 14 hours per week to be worked flexibly as agreed (within the normal office hours for Age UK Somerset (9am – 5 pm Monday to Friday).
TRAVEL:	The nature of the job will normally require travel around the beneficial area and occasionally beyond. It is the post holder’s responsibility to hold a valid driving licence and provide a roadworthy vehicle with business mileage insurance. Travel expenses are paid at an appropriate rate
SPECIAL NOTE:	Due to the coronavirus pandemic and the resulting disruption to our service, it should be acknowledged that this job description may not reflect the exact nature of the role as it currently stands. It is anticipated that the role will evolve over time and the postholder will be expected to demonstrate some flexibility in this regard

MAIN DUTIES:

- Responsible for day-to-day matters and enquiries relating to Ageing Well and Flexercise classes within North Somerset
- To supervise exercise tutors and volunteers, including induction, training, support and supervision sessions and to provide support with recruitment
- Monitor participation data, demand and trends to increase numbers attending
- Inform the Ageing Well Manager about identified opportunities for new classes and declining classes across the area
- Maintain an awareness of other local activities, new and existing, and communicate potential threats or opportunities to the Ageing Well Manager
- Assist in the development of and lead on the launch of new classes
- Maintain an awareness of and ensure legal and procedural compliance within North Somerset activities (i.e. complaint handling/reporting, health and safety, data protection, gift register)
- To represent Age UK Somerset when giving talks, providing taster sessions and demonstrations as appropriate
- To engage the community and proactively develop initiatives to promote the Service and encourage participation/referrals

QUALITY:

- Produce all documentation to the professional format and standard required by the organisation
- Ensure all requested reports are delivered on time
- Maintain an efficient filing and archiving system in line with the organisation's protocols

COMMUNICATIONS:

- Communicate efficiently and effectively with all colleagues and volunteers
- Use publicity and the media to promote classes, in conjunction with the Ageing Well Marketing & Communications Co-Ordinator

ADMINISTRATION:

- Keep accurate records and to provide reports as requested by your line manager
- To store, maintain and communicate data in accordance with the organisation's data protection and communication policies
- To provide own administrative support
- To ensure effective use of telephone or electronic equipment and use in accordance with the organisation's policies and procedures.

FINANCE:

- To work within the allocated budget and work to achieve service/funding targets, supported by the Ageing Well Manager
- To maintain accurate and up to date records of expenses incurred in carrying out this role and present valid records of expenses, with receipts as necessary, on a monthly basis.

RELATIONSHIPS

- To maintain close links with the Ageing Well Co-Ordinator (Somerset), to achieve a level of consistency for the Age UK Somerset Ageing Well 'brand'
- To develop and maintain good working relationships with organisers of older people's groups, GP surgeries, sheltered housing accommodation/providers, VCSE groups and other key agencies, promoting activities and motivating individuals
- Develop and maintain good client relations

GENERAL

- Comply with the Statement of Responsibilities, as set out in the organisation's Health & Safety Policy.
- Comply with the Data Protection Policy and Guidelines for staff and volunteers
- Keep up to date with current trends of service provision, current practice and matters concerning older people by reading, attending courses and conferences etc.
- Represent the organisation at meetings, conferences and events where appropriate.
- Work alongside colleagues to ensure full compliance with quality standards
- Undertake any other duties as requested by and agreed with your line manager

EQUAL OPPORTUNITY

Age UK Somerset is committed to work towards equality of opportunity. The post holder will be expected to work within this context.

NOTE – This Job Description may be changed at any time with the agreement of the post holder to meet changed circumstances.

PERSON SPECIFICATION

Ageing Well Co-Ordinator

EDUCATION/TRAINING

- Essential:**
- Good standard of education
 - Teaching Qualification (exercise/physical activity)

KNOWLEDGE/EXPERIENCE

- Essential:**
- Ability to gather, record and analyse statistical information
 - Understanding of long-term medical conditions and barriers for exercise participation

- Desirable:**
- Experience of working in a similar role
 - Knowledge of the local area/communities
 - Understanding of the legislative and policy context in which Age UK Somerset works
 - Understanding of the health benefits of physical activity especially for older people
 - Supervisory experience and experience of working with and supporting volunteers
 - Experience of promoting and marketing
 - Experience of monitoring and evaluating services
 - Experience in developing a project/service

SKILLS AND ABILITIES

- Essential:**
- Manage time, prioritise and plan work, with good administrative and IT skills
 - Good communication and interpersonal skills both written and verbal
 - Confident in dealing with people and able to give motivational talks
 - Ability to use IT systems appropriately and in line with procedure, including the use of MS Office and database systems to the required standard
 - Ability to know how to adapt activities to include a range of abilities
 - Ability to work alone and as part of a team

GENERAL

- Essential:**
- Commitment to Age UK Somerset's charitable aims and core values
 - A flexible and positive approach

- A commitment to continuous improvement
- A current driving licence and access to a motor vehicle with business insurance
- Access to a reliable, effective broadband internet connection and reasonable workstation when working remotely at home