



Job Description

Job Title	Falls Prevention Project Coordinator
Salary	£27,848 FTE, £22,278 pro rata for 30 hours.
Hours of work	Part-time, 30 hours per week
Working pattern	To be agreed with the appointed candidate
Place of work	67 High Street, Thornbury, BS35 2AW
Annual leave	25 days annual leave (increasing to 28 after 3 years' service), plus public holidays, all pro rata
Status	Permanent

Job Purpose
To coordinate, deliver and administer the community-based strength & balance exercise service for an ageing population across a variety of settings in South Gloucestershire. The post holder will take a strength-based approach to working with providers in communities where there is the highest incidence of falls.
Responsible to
Head of Services
Contacts
Independent Strength & Balance instructors, the Local Authority, Sirona Specialist Falls team, GP's, Social Prescribers, Circadian Active Lifestyle Centres, Walking Project Facilitator

Key Responsibilities

To coordinate the procurement, training and delivery of strength & balance activities in the localities where people have been identified with the highest incidence of falls in South Gloucestershire

- To identify new opportunities for the development and delivery of OTAGO falls prevention classes
- To screen and assess the exercise capacity of those people participating in group exercise sessions as appropriate and monitor progress
- To carry out risk assessments in delivery venues
- To actively encourage participation in the community and communicate effectively with participants to promote long term adherence and progression of exercise programmes
- To signpost or direct people into other exercise activity such as walking groups, that will help them to maintain an active and healthy lifestyle
- Elicit and record participant and provider feedback
- To induct, supervise and support instructors and volunteers helping with classes
- To promote and build capacity within the local communities to sustain the effectiveness of the falls prevention programme
- Ensure that attendance registers, and participant records are maintained in accordance with data protection and Age UK South Glos. Data privacy and confidentiality policies and procedures.
- To ensure that systems and procedures are in place to record and collate output, outcome and quality measures, following data sharing protocols in line with Age UK South Glos. Confidentiality policies
- To support the Head of Service by utilising the above information to assess and evaluate the effectiveness of the programme and provide monthly reports as required
- To deliver health promotion tasks and demonstrations to groups in the community and provide appropriate information, which aims to increase participation in falls prevention activities
- Strengthen relationships with GP Practices, health professionals and local community organisations, to develop the service

including attending meetings, groups and events to promote the service

- Proactively market and promote the range of community services offered by Age UK south Gloucestershire where appropriate, to support individuals to retain, regain and develop the skills necessary to manage and improve their lives and environment
- To ensure that all duties and responsibilities associated with the post are carried out in accordance with Age UK South Gloucestershire mission, purpose and quality standards.
- To carry out other duties as directed by the Head of Services and the Chief Executive which are consistent with the responsibilities of the post and the needs and development of the falls prevention programme.

General Responsibilities of all staff members

- To ensure that all administration protocols and procedures are efficiently undertaken.
- To attend supervision sessions & other meetings as required by the CEO.
- Maintain a commitment to professional development through a combination of both formal and informal methods, including attendance at mandatory training and meetings as directed.
- Uphold the highest standards of personal conduct in all matters relating to the role, working within all policies and procedures of AUKSG.

Other Duties

This job description is intended as a guide to the general duties required of the post. The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service (DBS)

This post is subject to a satisfactory Enhanced Disclosure and Barring Service check, which will disclose all relevant cautions, reprimands and warnings as well as convictions. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to the Chief Executive Officer. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment or disciplinary action.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the organisation's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality

All employees are expected to respect confidentiality in relation to Age UK South Gloucestershire business, client and service user data.

Essential Criteria – Knowledge & Skills

- Experience of working in a similar role
- Excellent verbal and written communication skills
- Ability to work as part of a team as well as work independently
- Experience of communicating with, and presenting to a wide range of audiences, e.g. health professionals, community & Voluntary sector organisations, older people and their families
- Excellent personal organisation skills and ability to prioritise and meet deadlines
- Confident with IT systems, specifically outlook, word, and excel
- Ability to talk to service users about sensitive issues including medical conditions
- Experience of working with/supporting the ageing population and understanding the challenges they face
- Ability to carry out tasks with attention to detail

Desirable Criteria

- Accredited Strength & exercise Qualification such as OTAGO or Stay Strong & Steady
- Experience of supervising and developing staff and volunteers
- Experience of working with individuals within a community setting
- Experience of assessing physical ability in others
- Able to demonstrate experience of project management, monitoring and evaluation
- Knowledge of safeguarding in relation to adults
- Experience of managing/coordinating staff and/or volunteers
- Problem-solving and the ability to implement solutions
- Committed to continuous professional improvement
- Flexibility and willingness to work occasional unsociable hours
- Car driver, willingness to travel, holds clean driving licence and insurance