

## **AGE UK WALTHAM FOREST**

### **JOB DESCRIPTION:**

<b><u>Job Title:</u></b>	Activities and Social Media Co-ordinator
<b><u>Salary:</u></b>	FTE £25,641 gross per annum pro rata
<b><u>Hours:</u></b>	25 hours
<b><u>Status:</u></b>	12 months from date of employment – possibility to extend ????
<b><u>Responsible to:</u></b>	Chief Executive
<b><u>Based at:</u></b>	Waltham Forest Resource Hub North/Remote working

### **Job purpose:**

The post holder will develop and co-ordinate a range of social, cultural and leisure activities for older people across Waltham Forest. This programme will play a significant role in reducing social isolation through developing activities and events as requested by older people in Waltham Forest

The post will be varied, working across key areas the post holder will need a flexible and adaptable approach.

### **Key Responsibilities.**

#### **Activities**

- To maintain our current activities programme across Waltham Forest.
- Restarting our pre-pandemic activities programme inline with Covid restrictions and safety measures
- To identify opportunities to develop the service in liaison with the Chief Executive and other colleagues
- To research social, cultural and leisure activities available, identify gaps and create further opportunities through working with other organisations, commercial settings and other providers
- To take responsibility for managing all bookings for events and regular activities promoted by the service
- To carry out risk assessments for all activities and events, with regard to venues, accessibility, transport options, procedures for payment and members' own health and disabilities
- Where handling of money is required, to comply with the organisation's policy as stated in Employee Handbook
- To produce a monthly calendar of events and opportunities to promote to members

- Facilitate regular activities such as coffee mornings, social and leisure groups and outings and trips, assisted by volunteers or sessional staff
- Identifying suitable sessional staff or volunteers to led activities
- Researching and ascertaining older people's interests in order to develop new activities and events
- To register members, obtaining contact details and other essential information and ensuring the information is recorded on Charity Log

### **Social Media**

- To work with other colleagues to develop and implement an organisation Social Media strategy
- Develop a programme of Social Media Posts
- Promote activities and services provided by Age UK Waltham Forest

### **General Duties**

- To work in accordance with the organisation's policies and procedures.
- To attend supervisions and staff meetings
- To undertake own computer work both in production of correspondence and documents emails etc.
- Undertake mandatory training and be responsible for your personal and professional development in liaison with the Chief Executive
- The above items outline the main duties and responsibilities of the post. However, they do not represent an inclusive list of all the duties required and the post holder may be asked to undertake other reasonable duties commensurate with the post

This is an interesting and varied role, the post holder will need to be able to work flexibly, including evenings and at weekends on occasion for which time off in lieu will be given.

This job description may need to be periodically amended to reflect changes in the structure or activity of Age UK Waltham Forest

July 2021

<b>PERSON SPECIFICATION Competencies</b>	<b>Essential / Desirable</b>
<b>EXPERIENCE:</b>	
Experience of project management	E
Expereince of developing an activities programme	E
Project management experience	D
	D
Experience of working in the third sector	D
Experience of managing staff	D
Experience of delivering services to older people	D
Experience of using various social media platforms	E
<b>QUALIFICATIONS AND KNOWLEDGE:</b>	
Understanding of the needs of older people including those who are particularly isolated and vulnerable.	E
Knowledge of the issues in relation to older people	D
Understanding and knowledge of safeguarding	E
Knowledge of Waltham Forest	D
<b>SKILLS AND ABILITIES:</b>	
Excellent communication skills	E
Resourceful, organised and able to think clearly under pressure	E
A flexible and adaptable approach	E
A full driving license and use of a vehicle to travel around the borough	D
Strong interpersonal, influencing and negotiating skills	E
Well organised and capable of meeting deadlines	E
Attention to detail	E
The ability to work in a team and also use own initiative	E
Good time management and organisation skills	E
Comfortable using main Microsoft Office packages (word, excel, powerpoint etc)	E
To demonstrate an open minded and friendly approach to individuals avoiding stereotyping and pre-judgement and at all times adopting a professional approach to work, service users and volunteers	E
Ability to publicise the work of Age UK Waltham Forest and the service both verbally and in the production and provision of publicity/promotional materials.	E
Capacity to build positive rapport with volunteers, older people, colleagues and other professionals	E
Ability to work with the minimum of supervision and to demonstrate imagination and initiative as well as being proactive. To work as part of a team and seek and offer/receive appropriate support to/from other staff.	E