

JOB DESCRIPTION:

TITLE:	Project Co-ordinator (Men in Sheds)
EMPLOYED BY:	Age UK Waltham Forest
RESPONSIBLE TO:	Activities and Communications Lead
BASED AT:	Waltham Forest Resource Hub (North) 58 Hall Lane, Chingford E4 8EU
HOURS:	35 per week across full time – job shares will be considered. Please inform us of your available hours at time of application. Fixed term contract for 3 years
SALARY:	£28,644.30 Full time. Pro Rata for Job Share

Age UK Waltham Forest are excited to announce the opening of our first Men in Sheds Project. The successful candidate will be involved in setting up the new Shed from the outset and working with the team to ensure that the Shed becomes an integral part of the community.

PRIMARY PURPOSE:

To encourage and enable older men to participate in the Men in Sheds project. To provide a positive environment where socially isolated, older men want to meet and to offer support if any other services from AUKWF could be of service to the client.

Main Duties:

1. To set up the new Shed in Chingford.
2. To actively promote the project and encourage older men (and women for one day of the week) within the general public to participate in the project. To use such methods as giving/arranging talks; social media; organising one-off promotional events; arranging “taster” sessions; contacting the local media (via the Marketing Officer).
3. To recruit, train and support volunteers to help in the delivery of the project. To co-ordinate a team of volunteers to continually develop the project as a place of recreation and social interaction.
4. To be responsible for Health & Safety for the project; undertaking risk assessments, etc; ensuring these activities are completed adequately. Work according to Health and Safety legislation and to Age UK Waltham Forest’s policies and procedures.
5. To be responsible for the security of the building including opening the Shed, locking up at the end of the day and holding the keys.
6. To provide a comprehensive induction process for each new attendee, including a health and safety assessment for the use of any equipment.

7. To ensure that all volunteers, staff and participants in the project adhere to all approved safety procedures.
8. To monitor all equipment on an on-going basis in order to ensure that sufficient equipment is available and is fit for purpose and meets the requirements under Age UK Waltham Forest's health and safety obligations.
9. To develop short courses and learning activities for volunteers and participants in the project.
10. To develop a programme of activities for the project participants and encourage and facilitate them partaking in an activity of their choice. This includes daily management of the activities taking place in the sheds and of the conduct of all participants ensuring that a positive example is set by the Coordinator.
11. To identify and network with local organisations, businesses and other charities to ensure good links and relationships which support the project and Age UK Waltham Forest.
12. To actively engage with the funders of the sheds as directed, to include attendance at events, hosting visitors in the Sheds and contributing to the production of items as requested.
13. To act as a conduit of communication and information between the older men attending the Sheds and the wider Age UK Waltham Forest organisation, ensuring that a positive awareness of all services and Age UK Waltham Forest in general is maintained for the benefit of participants.
14. To undertake all other administrative tasks for the project as required.
15. To keep records about the work of the project and to provide reports and statistics on a regular basis. To encourage participate in all evaluation and monitoring procedures.
16. To attend briefing/staff meetings as required.
17. Work according to the standards required by legislation, the contract and the policies and procedures of Age UK Waltham Forest especially in relation to the data protection and confidentiality policy and equal opportunities policy.
18. To undertake suitable training for the role as agreed
19. To attend appraisal and supervision sessions as required and report regularly to the Service Manager according to agreed standards.
20. To undertake any other reasonable duties as requested

Person Specification

Qualifications, experience and knowledge	Essential	Desirable
Relevant professional qualification		Y
Ability to work as part of a team	Y	
Commitment and Reliability	Y	
Ability to demonstrate good customer care practices	Y	
Experience and competence in using IT systems including databases and software applications	Y	
The knowledge of the importance to respect and maintain client confidentiality in line with Age UK WF policy.	Y	
Experience in Safeguarding		Y
Experience in general office administration	Y	
Full Clean Driving License		Y
Experience in dealing with the general public		Y
Knowledge of working with raw materials, ie. wood, metal, etc	Y	
Experience in working with workshop machinery	Y	
PAT Testing Qualification		Y
Practical DIY skills	Y	
Health and Safety Knowledge	Y	
Skills and abilities		
Multi-lingual in particular community languages spoken in Waltham Forest		Y
Basic literacy and numeracy skills and ability to assimilate information by reading/listening	Y	
Good IT skills	Y	
Ability to write legible and intelligible notes , records, letters and forms	Y	
A methodical and orderly approach	Y	
Excellent interpersonal skills including verbal and written communication.	Y	
To have an open-minded , non-judgmental approach when receiving clients and dealing with their concerns	Y	
To be patient and understanding and willing to listen and the ability to explain matters clearly.	Y	
Able to maintain good working relationships and actively contribute to team development.	Y	
Competence in using information technology including various software applications.	Y	
Able to work independently and manage own workload on a day to day basis and make efficient use of time and resources.	Y	
Well organised, methodical and able to prioritise work load.	Y	
Willingness to learn and enhance knowledge and skills and to attend training courses when requested.	Y	
Able to work flexibly.	Y	
Equal opportunities		
Understanding of diversity and commitment to equal opportunities.	Y	
Ability to deal with equalities issues in the workplace.	Y	
Personal Effectiveness		
Accepts accountability for behaviour, successes and failures	Y	
A willingness to undergo a DBS check	Y	
Demonstrates integrity in dealing with others.	Y	