**Job Description**

**Job Title:** Session Lead

**Responsible to:** Development Manager, Crawley

**Main places of work:** Crawley

**Day(s) / times of work:** Mondays from 9.45 to 14.15 (4.5 hrs)

**Salary:** to be agreed, based on experience and qualifications

**Main purpose of job:**

To lead and deliver a session for older people that improve their health, wellbeing and social connections. The sessions will make use of the post-holders specialist qualification, expertise or experience to ensure varied, professional and high quality delivery.

**Main duties:**

1. Plan, lead and deliver professional, fun and engaging sessions for older people.
2. To encourage, motivate and support older people to ensure their enjoyment of the session and an improvement in their health and wellbeing.
3. To prepare rooms/facilities, check and clean any equipment as required.
4. To direct and support volunteers.
5. To review and monitor class attendance, feedback and suggestions for discussion with the Development Manager to ensure ensure quality, development and financial viability of classes.

Older people at the heart of delivery

1. To help gather insight of issues or interests affecting older people in order to deliver appropriate classes.

Building(s)

1. To work flexibly with the Development Manager in preparing the room / venue as required.
2. Maintain a safe, supportive and friendly environment for staff, external users and visitors to the building.

Governance

1. To have up-to-date and relevant qualificaitions and training to deliver the class.
2. To adhere to all health and safety, and legal requirements in line with AGE UK WSB&H policies and procedures including monitoring and taking appropriate, prompt action to ensure compliance.
3. To ensure effective compliance and leadership in relation to compliance with statutory and organisational safeguarding policies and procedures.
4. To ensure data and admin processes are adhered to in line with AGE UK WSB&H policies and legislation of the General Data Protection Act 2018.
5. Monitor hazards and risks and implement relevant organisation processes including but not restricted to: Health & Safety, HR, Information Governance and GDPR and reputational risk.
6. To attend relevant and mandatory training as required.
7. To help deliver the objectives as set out in the organisational strategic plan.

People Management

1. To supervise and support vounteers who are helping with the session classe. The direct line-management of volunteers will lie Development Manager.

**Key contacts and relationships**

Development Manager

Co-ordinators (Localities)

**Equal opportunities**

Age UK West Sussex, Brighton and Hove is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Scope of job description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

**Person Specification** – Session Lead

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Qualifications, certificates or experience that are relevant to run the specific session. | A teaching or instructor qualification. |
| Ability to deliver classes. | Qualified First Aider or willingness to be trained, depending on risk assessment. |
| Ability to work independently and use own initiative. |  |
| Sound planning and organisational skills. |  |
| Proven ability to work as part of a team. |  |
| Ability to support, train and motivate others. |  |
| An understanding of and interest in older people, their situations and the opportunities they may want and/or need. | Experience of working or volunteering with older people. |
| A friendly, welcoming person that engages, connects and builds rapport easily with people. |  |
| A can-do, positive and professional attitude that can flex and adapt to change and challenges with the skills to manage conflict effectively. |  |
| Ability to work flexibly to meet the needs of the wider service which may mean increased hours to cover holiday, sickness or other staff shortages. |  |
| A commitment to equality across all aspects of this role. |  |
| An understanding of safeguarding and ability to follow policies and procedures in this and other areas, as set by AGE UK WSB&H or law. |  |
| Ability to efficiently travel or work flexibly in the district and local community which includes travel to different AGE UK WSB&H sites/services.  Full driving licence and use of a car in order to travel in the local community as required. |  |