

**JOB DESCRIPTION**

**Post: Bright Days Team Leader**

**Responsible to: Chief Officer**

**Responsible for: Bright Days Project Workers, Volunteers**

**Key relationships: Older people involved in Bright Days, other staff working in Age UK Wigan Borough and staff in partner organisations.**

**Salary £19,874 per annum**

**Hours of work: 37 hours per week**

**Occasional evening and weekend work**

**Note: This job is subject to Disclosure & Barring Service (DBS) disclosure procedures**

**This post is available until March 2022 subject to performance and continuation of funding.**

**Purpose of this Post**

To develop and sustain an exciting, innovative programme of health and wellbeing activities across the Wigan Borough, encouraging people to look for ways to stay healthy, active and engaged in later life.

**Main Responsibilities of this Post**

* To take overall responsibility for the Bright Days programme, which includes a wide range of activities in venues across the Borough and befriending for those unable to get out.
* To design appealing and interesting programmes aimed at attracting local older people to participate.
* To pro-actively market and promote the Bright Days programme.
* To monitor and promote improved emotional and physical health outcomes for local people, reduce social isolation and improve awareness of/access to services aimed at improving independence for people over the age of 50.
* To recruit, train and support volunteers involved in the programme, encouraging older people involved in the project to take on responsibility and increase their independence.
* To be responsible for the efficient and safe running of activities effectively engaging with service users as required and undertaking risk assessments for all activities.
* To oversee general outreach work across the borough including delivering presentations to outside community groups and clubs.

**Key Duties & Responsibilities**

1. To develop and sustain a varied programme of health and well-being activities, involving older people in the design of the programme, in particular focussing on involving older men and those living in the more deprived areas of Wigan Borough.
2. To develop and maintain monitoring and information systems for reporting purposes when required, including reporting to the National Lottery Community Fund.
3. To identify volunteering opportunities within the project and liaise with other staff within the organisation to ensure sufficient and suitable volunteers are available to support the programme.
4. To ensure that the Bright Days programme is active in a range of venues across Wigan Borough.
5. Where appropriate, to work towards activities becoming self-sustaining with minimum input from staff.
6. To represent the organisation externally through presentations and speaking engagements at community groups and clubs.
7. To identify, develop and sustain opportunities for partnership working in pursuit of the objectives of the Bright Days programme.
8. To ensure that the partnerships (service users and volunteers) on the befriending element of the programme are monitored and that adequate record keeping is maintained.
9. To prioritise work and be responsible for organising your workload in an efficient manner.
10. To ensure that all activities comply with Health & Safety regulations including safety at venues and food handling and preparation.
11. To ensure that the project funding for the Bright Days programme is managed according to AUKWB internal financial control procedures and that financial monitoring information is readily available for senior management and funders.
12. To liaise with other members of staff delivering services for Age UK Wigan Borough.
13. To support the organisation to fulfil its responsibilities under health and safety. You may be asked to take on roles such as First Aider, Health and Safety representative or Fire Marshall for which appropriate training will be given.
14. To support students on placements. This may include having students that shadow your work or performing a supervisory role. Appropriate training will be given.
15. To participate in Age UK Wigan Borough promotional events as required.
16. To work within all the guidelines, policies and procedures as set out by Age UK Wigan Borough.
17. To attend Induction, Training and any staff meetings as and when required.
18. To carry out any other duties as may be requested which are consistent with the duties and responsibilities of the post.

**AGE UK WIGAN BOROUGH PERSON SPECIFICATION**

**BASED AT: Age UK Wigan Borough**

Please ensure that you show how you meet each of the following requirements

when completing your application form.

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|  | **ESSENTIAL** | **EVIDENCE** |
| **Skills and Knowledge** | | |
| **1.** | Experience of project management | Application form  Interview |
| **2.** | Experience of managing staff/volunteers | Application form  Interview |
| **3.** | Experience of identifying, developing and sustaining suitable partnership working | Application form  Interview |
| **4.** | Knowledge of the agenda around older people’s health and wellbeing | Application form  Interview  Presentation |
| **5.** | Experience of involving service users in projects and supporting them to be able to take on more responsibility. | Application form  Inbox exercise  Interview |
| **6.** | The ability to use computers and common office software applications, in particular Microsoft Word, Outlook and Excel | Application form  Inbox exercise  Test |
| **General** | | |
| **1.** | Commitment to Equal Opportunities and customer care | Application form  Inbox exercise  Interview |
| **2.** | An understanding of and commitment to client confidentiality | Application form Interview |
| **Personal Attributes** | | |
| **1.** | Demonstration of the Age UK Wigan Borough PRIDE values: Person-centred, Respectful, Innovative, Dynamic, Empowering | Application form  Inbox exercise  Interview |
| **2.** | Ability to record accurate information and to keep accurate files and records | Application form  Inbox exercise |
| **3.** | Ability to work as a member of a team | Application form  Interview |
| **4.** | Ability to organise and prioritise a workload and to deliver to tight deadlines | Application form  Inbox exercise  Interview |
| **5.** | Ability to liaise between several organisations and to be able to create effective working relationships with other organisations | Application form  Interview |
| **6.** | This post requires a valid driving licence and access to a car for business purposes | Application form and Interview/ Full Driving Licence |

**Revised:** January 2019