

## Job Description Project Facilitator– Arts Club

### 1. JOB DETAILS:

<b>Job Title:</b>	<b>Project Facilitator – Arts &amp; Friendship Club</b>
<b>Place of work:</b>	Marlborough - Mondays, Devizes - Tuesdays and Pewsey – Thursdays (fortnightly)  Otherwise hybrid – Swindon, Devizes or Salisbury and home
<ul style="list-style-type: none"> <li><b>Working Hours:</b></li> </ul>	<ul style="list-style-type: none"> <li>Part time</li> <li>18 hours spread over a fortnight</li> </ul>
<b>Remuneration:</b>	£ 24,279 - 26,883 (FTE) pro rata (£13.34- 14.83 per hour)
<b>DBS check:</b>	Basic check required  <i>This role is subject to the Rehabilitation of Offenders Act.</i>
<b>Data Protection:</b>	<b>IAO (Information Asset Owner):</b> As part of your role with AUKW, you will be responsible for information assets, that is - data that we hold about the individuals we work with (Data Subjects). This means that under GDPR you are an Information Asset Owner (IAO).

### 2. JOB PURPOSE:

The main role is to run fortnightly older people's Arts and Friendship clubs in Marlborough, Pewsey and Devizes. managing the administration, artists, volunteers, and activities.

### 3. MAIN DUTIES AND RESPONSIBILITIES:

The main duties include:

- Organise and oversee the safe conduct of all activities.
- Liaise with artists, who will each deliver a block of sessions.
- Plan and arrange the forward programme.
- Support and guide volunteers.
- Ensure volunteers receive required training
- Ensure all appropriate procedures are in place.
- Arrange transport for service users
- Liaise with Care provider (Home Instead)
- Be responsible for maintaining a register of service users and their requirements.

**General responsibilities:**

- Contribute to the wider aims and objectives of the organisation.
- Take part in Age UK Wiltshire events and activities as agreed.
- Attend regular supervision sessions and annual appraisals with line manager to provide feedback and enhanced future planning and direction.
- Attend staff meetings, training courses and other meetings as required.
- Comply with Age UK Wiltshire policies with particular regard to Equity Diversity and Inclusion Policies and Health and Safety and Confidentiality.
- Be committed to Age UK Wiltshire's policy and procedures on keeping adults safe from abuse, ensuring that alleged abuse is reported to a Senior Manager and that safeguarding is embedded in all decisions and actions.
- Show flexibility and a willingness to cover for other staff.
- Provide support to the offices, staff and volunteers of the charity as required.
- Carry out any other duties as may be reasonably required from time to time.

**Person Specification**  
**Project Facilitator – Arts and Friendship clubs**

CRITERIA		ESSENTIAL	DESIRABLE
	1. Leadership qualities to enable the support and guidance of volunteers.	√	
	2. Experience of collaborating with older people and understanding of issues affecting older people.	√	
	3. Enthusiasm and ability to explore and identify new service opportunities		√
	4. Proactive, able to work alone using own initiative, with excellent planning and organisational skills.	√	
	5. Ability to establish positive relationships with other partners and agencies.	√	
	6. Ability to organise activities, with creativity and clear focus on the target audience.	√	
	7. Computer literate, able to use Microsoft packages, email, the internet, and databases.	√	
	8. Understanding of Confidentiality policy and practice.	√	
	9. Understanding of and commitment to Equity, Diversity and Inclusion policy and practice.	√	
	10. Understanding of Safeguarding policy and practice.	√	
	11. Commitment to working as a positive and constructive team player.	√	
	12. Positive attitude, adaptable and the ability to motivate others.	√	