

COMPASSION

IN DYING

SUPPORTING YOUR CHOICES
AT THE END OF LIFE



In association with
Daily Mail

Compassion in Dying

Compassion in Dying is a national charity that supports people at the end of life to have what they consider to be a good death by providing information and support around their end-of-life rights and choices. We are the leading provider of free Advance Decisions in the UK and we also conduct and review research into rights and choices in end-of-life care. Our vision is a world in which everyone has access to the care and support that is right for them at the end of life.

Age UK Oxfordshire

Age UK Oxfordshire is a local independent charity providing services and support to people over 50 and their carers. We stand up and speak for all those who have reached later life, and also protect the long-term interests of future generations. We work to ensure that as people grow older, wherever they live, however much money they have, however tough life is, they will have access to comfort and company, to caring and support, and to a life worth living.

My Life, My Decision

My Life, My Decision is a Flagship project funded by the Big Lottery Fund Silver Dreams programme and is being delivered in partnership with Age UKs across England. The project aims to raise awareness of end of life rights and choices, provide CPD accredited training to Age UKs and other organisations across England and ensure that vulnerable older people can access information and support in their homes to enable them to make informed choices about their end-of-life treatment and to ensure that their decisions can be respected.

To note:

Compassion in Dying was founded by the non-charitable campaigning organisation Dignity in Dying (DiD). The two are sister organisations, and share a desire to see individual choice at the heart of end-of-life decision-making. However, whereas DiD seeks to extend patient choice at the end of life, CiD works to raise awareness, and facilitate the uptake of existing legal rights. Compassion in Dying is not involved in DiD's campaign for the choice of assisted dying for terminally ill, mentally competent adults, within their last six months of life. The organisations have separate boards, which operate independently, but they share a CEO, some staff and premises.

Job Description

Job title:	Project Officer – My Life, My Decision
Reporting to:	Chief Executive
Responsible for:	Volunteers
Hours:	21 hours per week
Salary:	PS 23-25, £11.48 - £12.19 per hour
Contract type:	Fixed-term contract, 27 Months (starting 1 st August 2014)
Location:	Abingdon
Funder:	BIG Lottery Fund (via Compassion in Dying)

JOB PURPOSE:

To co-ordinate the implementation of My Life, My Decision in Oxfordshire. This will include recruiting and supporting at least 3 volunteer Champions, running end of life rights training & awareness talks, promoting the Flagship in the local communities, liaising with Compassion in Dying and overseeing the face to face support for older people wishing to discuss end of life rights and choices.

MAIN DUTIES:

1. Recruiting, developing and managing a well-informed, trained, motivated and committed volunteer team to support the Flagship delivery and ensuring that a sufficient number of trained volunteers are available at all times to support the delivery of the project.
2. Actively seeking service users who may be willing to act as 'case studies' to support the promotion of *My Life, My Decision* in local and national media, and other promotional literature and activities.
3. With the support of the *My Life, My Decision* Champions organise and run weekly training and awareness events in the local community.
4. Promoting *My Life, My Decision* and *Compassion in Dying's* Information Line within the local community and social media; actively seeking opportunities to bring the Flagship to the attention of local community groups and statutory organisations
5. Producing quarterly monitoring reports and assisting *Compassion in Dying* in responding in a timely manner to information & monitoring requests from Big Lottery.
6. Develop a strong professional relationship with the national *My Life, My Decision* team and *Compassion in Dying's* Information Line
7. With the support of the Age UK Oxfordshire Chief Executive for *My Life, My Decision* ensure that delivery of the service meet all the requirements of the funders and that any service level agreement and/or contract is delivered effectively.
8. Participate in project and Lottery promotional activities, including submitting posts for the Flagship blog, attending training or publicity events and help organise promotional visits to the service for funders if required.
9. Willing to travel to My Life, My Decision events hosted by Compassion in Dying. Many of these events will be in central England and/or London.
10. Undertaking additional duties as required, commensurate with the scale of the post.

STAFF BENEFITS: Flexible Working, Pension Scheme, Childcare Vouchers, Health Care Plan.

Person Specification

Job Title: Project Officer

Specification	Essential Requirements	Desirable Requirements
<u>Qualifications/ Education/ Training:</u>	3+ O levels/GCSE/CSE or equivalent; grades A-C including Maths & English;	Degree or college diploma in related area;
<u>Relevant experience:</u>	Experience of organising & running talks or public events; Excellent computer skills including Microsoft: Outlook, databases and word- processing;	Experience of working in the third sector; Experience of working with volunteers;
<u>Relevant knowledge/skills:</u>	Good understanding of administrative and record-keeping systems and processes; Some knowledge of end-of-life care and decision making, or the patient experience more broadly; An understanding of how to work with media in order to promote a service; Excellent communications skills, written and verbal	Awareness and understanding of the information and support needs of older people; Some knowledge of the Mental Capacity Act;
<u>Personal attributes:</u>	Good interpersonal skills including the ability to work co-operatively and effectively with others as a member of a team; Ability to plan, organise and prioritise own work to deal with conflicting priorities and ensure deadlines and objectives are met; Deal appropriately with sensitive and confidential matters; Commitment to Age UK Oxfordshire vision and mission; Commitment to Compassion in Dying's vision and mission.	Willingness to learn new skills;
<u>Special Requirements:</u>	Able to undertake occasional evening and weekend work; Able to travel within the county	