

**Role Description**

**Our vision:**

*A world where everyone can love later life*

**Our mission:**

*To help people enjoy a better later life*

**Job Title:**

*Life & Work Project Co-ordinator*

**Our values:**

*We are passionate and determined about making later life better*

*We work together as one team believing in the potential of people*

*We set the standard of success for ourselves and others to follow*

*We act with integrity and show pride in everything we do*

**ROLE DESCRIPTION**

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| Job Title: | Life & Work Project Coordinator |
| Current Department Name: | Business Development |
| Current Location: | Belfast |
| Type of role: | Individual Contributor |
| Contractual Status of Role: | May 2019 – March 2024 (5 years) |
| Job Title of Line Manager: | Business Development Manager |
| Hours: | 28 hours (4 days) 9:00am – 5:00pm  |
| Job Titles and number of any direct reports: | Volunteers |
| Job Purpose: | To coordinate and deliver mid-career reviews to support older workers to remain in work / return to work in line with Age@work strategy  |
| Main Responsibilities/Deliverables: | * To lead the development of a mid-career toolkit and digital platform for individuals
* Encourage and support older workers to undertake mid-career reviews
* To carry out age-focused skills audits to identify areas of support for individuals
* Provide career advice and guidance to individuals
* Coordinate public awareness campaigns for the Age@work project
* Review, monitor and evaluate key project outcomes with a focus on risk management
* Maintain and develop partnerships with national / local organisations to facilitate Age@work and identify opportunities
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| Experience: | * Relevant experience providing career advice and guidance to individuals
* Supervisory experience
* Experience managing volunteers (desirable)
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| Knowledge: | * Demonstrate a sound understanding of organisational and project management involving leadership styles, team work, quality assurance, information management, creativity and lateral thinking
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| Skills: | * Ability to use project management processes and tools
* Ability to build positive and constructive working relations with key partners
* Excellent verbal, written communication and presentation skills
* A positive team player
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| Qualifications: | * A recognised qualification in career guidance and advice or equivalent
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| Additional Circumstances: | * Able to travel across NI with occasional overnight stays in GB
* Full current driving licence and access to a car for business use or access to a form of transport to fulfil requirements of the post
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| Notes: * *This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.*
* *In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*
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