

JOB DESCRIPTION

OLDER PERSONS' PROJECT WORKER

Salary:	£20,500 pro rata
Employed by:	Triple C (Liverpool) <i>Triple C (Liverpool) is a registered charity established by three local Anglican churches with the aim of improving the quality of life for people facing disadvantage. This is mainly achieved through supporting and running local groups that provide activities for all ages.</i>
Responsible to:	Triple C Operations Manager
Hours:	Part time post, 20- 24 hours per week. It is expected the post holder will work most hours during Monday to Thursday each week to meet the requirements of the post. There is some flexibility with how these hours are worked and this will be arranged in consultation with your line manager. Flexible working hours, to fit with school terms, may also be considered. Some evening and weekend work may be required. Overtime will not normally be paid, but time off in lieu may be taken for additional hours worked.
Holidays:	The holiday entitlement initially is pro-rata 5 full time equivalent weeks per year, plus pro-rata public holidays
Location:	The post is community based. Office space will be in Christ Church Community Centre, Norris Green with groups and activities being run in different locations in the community.
Car Use:	It is desirable that the post-holder owns and runs a car. The mileage allowance (currently 40p per mile for the first 4,000 miles in any one year) will be paid for all necessary journeys undertaken in connection with work. It will not be paid for normal journeys between home and work base.
Probation:	There is a probationary period of six months.
Contract:	Initial funding has been secured for 18 months.
Terms and conditions:	Any appointment will be subject to satisfactory references. Enhanced Disclosure and Barring Service check. A contract outlining more details will be issued on appointment.

PURPOSE OF JOB

Our work is based in the Liverpool 11 communities of Norris Green and Croxteth and whilst we primarily aim to serve people in these neighbourhoods, we also welcome those from other nearby communities.

This is a key time of transition as we continue to deal with the effects of the pandemic on people's lives. We're looking to build on the already established foundations of the project but also to look at ways of taking the project into a new phase. We believe the Pandemic has brought significant change to our community and it's important to us, that our project is shaped by the past, but more importantly it needs to be geared up to cater for challenges that may lie ahead.

Below are what we currently identify the main duties of the project worker, but we would envisage reviewing these with the worker once they have been in post a few months.

Working within in the ethos of the churches and charity, the Older Persons' Project Worker will **lead and develop** Triple C's Project with those aged over 55, serving Liverpool 11 (and open to neighbouring communities) in these key areas:

- 1. Build positive relationships with older people** in the local community by contributing positively to life in our neighbourhood and planning, organising, running activities, events and projects.
- 2. Work independently and in partnership with Triple C's Operations Manager to recruit, train and develop volunteers for the Project**

3. **Review current provision of pastoral support**, befriending, buddying and the like and develop a more organised and effective approach.
4. **Promote the project**, seeking to identify and engage with different audiences to attract different/new older people.
5. **Review and shape the vision and direction** of the Older Persons' Project as we look to raise funds to continue to the project and post beyond 2023.

MAIN DUTIES:-

Build positive relationships with older people in the local community by contributing positively to life in our neighbourhood and encourage engagement in: -

1. Weekly activities, groups, and events
 - a. widening the scope of activities offered pre Covid-19 lockdown, aiming to increase offering from three to six groups per week
 - b. initiate new ideas to include people who are at risk of becoming isolated, particularly men and those learning English as a foreign language
2. Identify and engage activities that promote Healthy Minds that are accessible and suitable for people aged over 55 years of age
3. Special events, larger celebrations and gatherings that build community and open the doors of the Project

Work independently and in partnership with Triple C's Operations Manager to recruit, train and develop volunteers for the Project

1. lead and support a team of volunteers who will help to shape, develop, and deliver to the outcomes and objectives of the Project
2. Support and encourage volunteers into different spheres of volunteering across the scope of the Project

Review current provision of pastoral support, befriending, buddying and the like and develop a more organised approach that enables or encourages; -

1. Short term pastoral support in times of need through bereavement, change in family situation, relocation, illness, Covid-19 or similar
2. 'First step' support to those looking to engage and overcome isolation
3. Signposting to other organisations better equipped for long term befriending and other support
4. Informal networks of friendship and support to exist alongside the Project

Promote the project, seeking to identify and engage with different audiences to attract different/new older people.

1. Incorporate use of all methods of delivery available including, but not limited to, face to face, online, telephone/video calls, various forms of social media
2. Use of agreed monitoring and evaluations processes to continually shape the direction of the project
3. Review and develop the Good Neighbours Scheme – finding ways to promote the project in the community, using good neighbours to share and invite family and friends who may be at risk of isolation, as not out and about much or internet savvy.

Review and shape the vision and direction of the Older Persons' Project as we look to raise funds to continue to the project and post beyond 2023.

To enable all of the above, the Older Persons Project Worker will: -

- Complete all required administration, budgeting, organisation, communication, promotional activity, recording keeping, monitoring and reporting, usually using Office 365 software.
- Build networks and relationships with other relevant organisations and services.
- Attend and participate in supervision meetings and attend appropriate training courses.
- Hold and maintain a current relevant First Aid qualification (training available).
- Any other duties commensurate with the post and grade as reasonably directed by the Operations Manager

In all these tasks, work with the churches and volunteers to ensure that our activities for older people operate in a manner that promotes principles of equal opportunities and comply with all relevant legislation, policies and procedures.

The worker will need to be a skilled and enthusiastic practitioner, able to work effectively especially amongst older people, demonstrating and facilitating good practice, sustainability and growth.

PERSON SPECIFICATION - OLDER PERSONS' PROJECT WORKER

We are seeking to appoint somebody who can contribute positively within Triple C (Liverpool)'s ethos and can offer the following:-

	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE		
Experience of working with older people in a variety of settings	Essential	Application, interview, references
Experience in organising events and activities with older people	Desirable	Application, interview
Experience of successfully starting new projects	Desirable	Application, interview
Experience of devising and implementing project strategy	Desirable	Application, interview
Experience in supporting and managing volunteers	Desirable	Application, interview
Experience of working with older people in areas of disadvantage and poverty	Desirable	Application, interview
Experience of monitoring and evaluating	Desirable	Application, interview
SKILLS AND APTITUDES		
Ability to communicate with people of all ages and backgrounds	Essential	Interview, references
Great personal organisational skills	Essential	Application, interview
Desire to develop the skills in others, building a positive team of volunteers	Essential	Application, interview,
Open and friendly disposition, ability to be tactful, enthusiastic	Essential	Interview, references
Ability to work in a team and work on own initiative	Essential	Application, interview, references
Effective administration and finance skills, ability to use Office 365 and its applications	Essential	Application, interview
Good time management, proven ability to meet deadlines and maintain good attendance.	Essential	Application, references
KNOWLEDGE		
Understanding of issues and implications of inclusion	Essential	Application, interview
Knowledge of key legislation and implications for work with older people	Essential	Application, interview
Knowledge of funding sources and application processes	Desirable	Application, interview
OTHER REQUIREMENTS		
Enhanced DBS check (appointment will be subject to satisfactory DBS check)	Essential	Satisfactory DBS check
Willingness to undertake other duties as requested in line with level of responsibility	Essential	Application, interview
Current relevant first aid certificate or willingness to undergo training	Essential	Application