



JOB DESCRIPTION

Title:	Active Ageing Worker
Responsible to	Director
Hours	6 hours per week, including occasional evening work
Salary Grade	£10 per hour
Based:	379-381 High Road, Willesden and other locations primarily in Brent
Contract:	6 months to be reviewed from start date

JOB PURPOSE

BIAS has supported the London's largest Irish Community in Brent for forty years through a range of projects and services. This is an exciting opportunity for someone to help lead our weekly Active Ageing Club and look at development opportunities for London's largest Irish Community.

We would like to appointment a dynamic, enthusiastic person to provide a hands-on approach to the delivery of our Active Ageing programme looking at development opportunities with the Director/Advice Manager. You will need to have strong people skills (to work volunteers and clients), and excellent organisational abilities to ensure projects are delivered on time and budget.

BIAS actively encourages and supports volunteers in the delivery of our services.

Overview of Post-Active Ageing Worker

MAIN DUTIES

1. To take the lead on day to day running and development of the active ageing Thursday Club - helping to ensure BIAS meets key objectives.
2. To ensure the active ageing club is inclusive projects and take the lead with good administrative skills –computer literate (email, word, excel).
3. To provide a hands on approach looking at development opportunities.
4. Volunteers play an essential role in in the planning and delivery of services helping to ensure future sustainability and the importance good motivation morale. To ensure good support/ supervision is available to all volunteers. Risk-assess volunteer tasks, and ensure that action is taken to reduce risks where necessary.
5. To record and maintain client information/monitoring systems. To carry out administrative tasks associated with the duties of the post and other duties as required by the Director.
6. Ability to work on own initiative or to work as part of a team and willing to work occasional evenings and weekends as required.
7. An understanding & awareness of the needs of the Irish community in London and issues relating to their experiences and older people.
8. An understanding of promoting equal opportunities.
9. Maintain an awareness of legal and policy changes and good practice, as they affect the work of BIAS and in particular isolated people and volunteers.
10. Attend regular supervision with the Advice Manager/Director, and be willing to undertake training and professional development as needed.
11. Contribute to the development of promotional material and liaise with external organisations to promote partnership work raising awareness of the needs of the Irish Community.
12. Maintain confidentiality and professional boundaries at all times.
13. Knowledge of issues that affect Irish older people and statutory and voluntary sector provision available to clients.

GENERAL

- Deliver Active Ageing Club Thursday approx. 11.00 a.m. to 4.30 p.m. weekly (occasional evening work)
- Work within agreed budgets.
- Maintain and develop Community information resources available for people to access services

These are the normal duties which the employer will require from you at the date of your employment. However, it is necessary for all staff to be flexible in this respect and all employees may be required from time to time to perform other duties which are required for the efficient running of the organisation.

PERSON SPECIFICATION

This lists the skills, experience, knowledge, and abilities needed for this post. Please make sure that you refer to these in your supporting statement.

A=Application

I = Interview

D=Desirable

The post is subject to Section 5.2(d) of the Race Relations Act 1976 applies (Irish person or Irish background).

**PERSON SPECIFICATION – Active Ageing Worker
Requirements**

Essential criteria	Method of assessment
Excellent people skills with good empathy and the ability to relate to older people and organisations.	A/I
Excellent verbal and written communication skills with the ability to communicate effectively at all levels and to build good working relationships	A/T
Ability to digest project briefs and work within deliver on time, on budget with outcomes	A/I
This post must have excellent time management and strong administrative skills IT. A good working knowledge of Microsoft Office, including Word, Excel, and Outlook.	A / I/
Project	
The ability to demonstrate patience, tact and empathy to clients or volunteers	A / I
Ability to take the lead on running day to day services with minimum guidance supporting staff (pensioner services)	I
Experience of working co-operatively and effectively as part of a team and own initiative	A / I
A can do attitude with flexible approach to meet changing needs and times.	
Committed to the implementation of an equal opportunities policy and diversity within the project. To maintain confidentiality and professional boundaries at all times.	A
Maintain and develop community resource information for clients to access services	A / I
Desirable criteria	
An understanding and awareness of the needs of the Irish Community and statutory and voluntary sector provision available	A/I
Food hygiene certificate and access to a car	A
Experience in a Community or Statutory front facing service as a volunteer or as paid employment with older people service	A