



JOB DESCRIPTION

Title: Active Ageing Worker/Link Worker

Responsible to: Engagement Coordinator

Hours: approx. 6 hours for each role (both roles)

Salary: £21-23K pro rata

Based: primarily in Brent/Dollis Hill

Contract: Approx. 2 years fixed term contract subject to probationary and continuation of funding.

JOB PURPOSE

BIAS has supported the London's largest Irish Community in Brent for over forty years through a range of projects and services. This is an exciting opportunity for someone to lead our new Active Ageing Club and a range of activities services supporting older Irish. You will work alongside the Link Worker who will also enable social prescribing project to be delivered in Brent. The above are two specific roles may be covered by one or two people.

BIAS would like to appointment a dynamic, enthusiastic person/persons to support London's largest Irish Community providing a hands-on approach to the delivery of our Active Ageing programme and Social Prescribing project. You will need to have strong people skills (to work with volunteers and clients), and excellent organisational abilities to ensure projects are delivered on time and budget.

Additionally, the project (funded by the London Borough of Brent through NCIL) includes a pilot scheme to deliver social prescribing to our Active Aging members from across the Borough and one to one outreach. You will need a strong ability to maintain relationships and partnerships with a wide range of health and social care stakeholders in order to provide a full social prescribing programme to our members. You will need to work closely with the Engagement Coordinator to ensure that feedback is collected, and evaluation is carried out thoroughly and in a timely manner.

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

Overview of Post- Active Ageing Worker and Link Worker

MAIN DUTIES

1. To take the lead on day to day running and development of various Active Aging activities - helping to ensure BIAS meets key objectives.
2. Ensure the safety and wellbeing of all Members.
3. To carry out a full schedule of social prescribing activities, working with external agencies and partners.
4. Encourage volunteer recruitment and work with volunteers
5. To record and maintain client information/monitoring systems.
6. To carry out administrative tasks associated with the duties of the post and other duties as required by the project manager.
7. To develop services to reduce isolation in the older Irish community
8. To maintain good relations with other cultural organisations in Brent with the aim of promoting cross-cultural exchanges.
9. To create an accessible and inclusive Active Aging Club that is welcoming and available to all.
10. To 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.
11. To attend regular supervision with the Engagement Coordinator and be willing to undertake training and professional development as needed.
12. To contribute to the development of promotional material and liaise with external organisations to promote partnership work raising awareness of the needs of the elderly Irish Community.
13. To always maintain confidentiality and professional boundaries.
14. To work within agreed budgets.
15. To maintain and develop community information resources available for people to access services.
16. There maybe times where you will be requested to cover another Active Ageing Club in another location

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

PERSON SPECIFICATION – Active Ageing Worker* /Link Worker (Social Prescribing)**

Requirements

Desirable criteria	Method of assessment
Experience of working with older people in a charity or statutory setting	A/I
Excellent verbal and written communication skills with the ability to communicate effectively and to build good working relationships	A/I
Experience in working with external stakeholders towards a shared outcome	A/I
Excellent time management and ability to set own goals and deadlines with minimal supervision	I
The ability to demonstrate patience, tact and empathy to clients or volunteers	I
Experience of running day-to-day operations on projects and able to cover another club occasionally	A/I
Ability to work co-operatively and effectively as part of a team	A/I
Ability to deal with changes and crises at short notice and to solve problems when they arise	A/I
Commitment to Equality, Diversity and Inclusion in line with best practice	A
Ability to maintain confidentiality and professional boundaries at all times.	I
An understanding and awareness of the needs of the elderly Irish Community in London	A/I
Full driving licence and access to car	A
Essential	

You might need to be able to help set up the club and this may involve setting up tables/chairs and preparing teas/coffees. This will require a certain level of physical activity	A/I
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Please confirm if you are interested in both roles or just one

We expect our new club will be run Tuesday weekly with approx. timings of 12-3.30 pm
The Link Worker (Social Prescribing post) will be provided both in group at the club and one to one with Irish members in Brent.at other times.

Please send a covering letter no longer than two pages, detailing why you are suitable for the role or CV again demonstrating why you meet the role. Applications without a covering letter/CV will not be considered for the role. Please ensure you include name, email, contact number and address.

We strongly encourage applicants to call us for a chat about the role in advance of applying. Please ring Ellen on 07754110600 (contact Wednesday) or email ellen@biasbrent.co.uk (and I will arrange to return your call)

Closing date for this role is 22nd July at 5pm.