



### **JOB DESCRIPTION**

<b>Title:</b>	Active Ageing Coordinator (part-time)
<b>Responsible to:</b>	Operations Manager
<b>Hours:</b>	7 hours per week (1 day), with potential to increase to 14 hours (2 days)
<b>Salary:</b>	£27,000 (pro rata for part time: £5,400)
<b>Based:</b>	Hornsey, N8 9LP + other locations as required, primarily within the Haringey borough
<b>Contract:</b>	Permanent (subject to continuation of funding)
<b>Please Note:</b>	DBS check will be required

### **ABOUT THE ROLE**

Do you want to work for an organisation that makes a real difference, every day, to people from all walks of life? This is an exciting opportunity to contribute to the expansion of the Brent Irish Advisory Service (BIAS) into Haringey borough, and to shape the new services we will be providing to the large and vibrant Irish community in north-east London.

The Active Ageing Coordinator will run BIAS's new weekly active ageing lunch club in Haringey borough (see more information on our existing clubs [here](#)), working with a team of volunteers to coordinate activities including Irish music, dancing and bingo. We are looking for a dynamic, enthusiastic person who is happy to take a hands-on approach to the development and delivery of our active ageing project. You will need to have strong people skills and the ability to build positive relationships with volunteers and service users, along with excellent organisational abilities.

The project (funded by the Irish Government's Emigrant Support Programme) will also involve delivering occasional special events for club members, such as St Patrick's Day and Christmas celebrations and health and wellbeing days. You will need a strong capacity to build relationships and partnerships with other organisations and community groups in the borough, and a willingness to work with the leadership team on the marketing and development of the new service, including via social media.

## **MAIN RESPONSIBILITIES**

- Create an accessible and inclusive weekly active ageing club which is welcoming and available to all.
- Take the lead on the day-to-day running of BIAS's active ageing club activities in Haringey borough.
- Ensure the safety and wellbeing of all club members.
- Record and maintain member and attendance information in BIAS's client management system.
- Encourage volunteer recruitment and work with volunteers.
- Develop links with the Irish community in Haringey with the aim of reducing social isolation among older Irish people.
- Contribute to the promotion of the active ageing club via the local community and social media.
- Develop and maintain good relations with other cultural organisations and community groups in Haringey, with the aim of promoting cooperation and cross-cultural exchanges.
- Carry out administrative tasks associated with the duties of the post, and work within agreed budgets.
- Attend regular supervision with the project manager, and be willing to undertake training and professional development as needed.

These are the basic duties required of the Active Ageing Coordinator. However, it is necessary for all staff to be flexible and you may be required from time to time to perform other reasonable duties which are required for the efficient running of the organisation. We will also offer training opportunities to support your career development.

Candidates must be eligible to work in the UK. The nature of this post will require some travel to club venues, so access to a car is desirable.

## **ABOUT BIAS**

BIAS is a local charity which has supported England's largest Irish community for over forty-five years. We deliver our support through our welfare advice drop-in service, our active ageing clubs and our Be-a-friend volunteer scheme. We raise over £1.5 million in extra income for the most vulnerable every year and have over 3000 attendances at our club services. BIAS has exciting plans for further expansion in 2025 and has a range of medium- to long-term grant funding streams, including from Ireland's Emigrant Support Programme.

For further information about BIAS, please see our website [www.biasbrent.co.uk](http://www.biasbrent.co.uk).

## HOW TO APPLY

To apply, please send a **CV and cover letter** to [recruitment@biasbrent.co.uk](mailto:recruitment@biasbrent.co.uk). Your cover letter should demonstrate how you meet the essential and desirable criteria for this role, with supporting examples.

The deadline for applications is **27<sup>th</sup> January 2025**.

## PERSON SPECIFICATION

This lists the skills, experience, knowledge and personal qualities needed for this post.

<b>E</b>	Essential	<b>A</b>	Application form
<b>D</b>	Desirable	<b>I</b>	Interview

## EXPERIENCE

Characteristic	E	D	Assessment
Experience of running day-to-day operations on community projects.		D	A/I
Experience of working with older people.		D	A/I
Experience of working with volunteers.		D	A/I

## KNOWLEDGE AND SKILLS

Characteristic	E	D	Assessment
Understanding of working in a person-centred way.	E		A/I
Excellent verbal and written communication skills and ability to liaise effectively with people at all levels and from a variety of cultural backgrounds.	E		A/I
Good knowledge of Microsoft Office programmes, including Word, Excel and Outlook, databases and/or client management systems (or willingness to undertake necessary training).		D	A/I
Understanding of the issues that affect older people, include dementia.		D	A/I
Awareness of BIAS services and the issues facing the Irish community in London.		D	A/I
Understanding of and commitment to equity, diversity and inclusion.	E		A/I

## PERSONAL QUALITIES

Characteristic	E	D	Assessment
Approachable, empathetic, confident, friendly and able to get on with others and be a strong team player.	E		A/I
Excellent organiser, able to work on own initiative, plan and manage own workload with minimal supervision and meet	E		A/I

deadlines when required.			
Professional, with the ability always to maintain confidentiality levels.	E		A/I
Willing to accept instruction and responsibility.	E		A/I
Awareness and understanding of the importance of boundaries and safeguarding.	E		A/I
Flexible and enthusiastic approach to duties and occasionally when required to working hours.	E		A/I