

**Age UK Bristol**

**Job Description and Person Specification**

**Post: Project Coordinator (Community Leg Clinic)**

Responsible to: Kay Libby, Chief Executive

Hours: 21 hours per week

Working Pattern: flexible, Monday to Friday.

Salary: £23,860 per annum FTE (£14,316 pro rata)

Duration: Fixed term contract until 31 March 2023

Base: Canningford House, 38 Victoria Street Bristol BS1 6BY

Place of work: Hybrid working from Age UK Bristol’s offices, community venues and from home.

**Job Purpose**

The overall aim of Age UK Bristol (AUKB) is to improve the lives of older people in Bristol. Within this overall aim, our organisational objectives are to:

* Provide top-quality services and support to all older people in Bristol
* Lead and enable collaboration between other orgs working with older people in Bristol
* Influence public spending and policies in a way that benefits older people in the city
* Promote positive attitudes to ageing in Bristol

AUKB helps make sure that everyone in Bristol can love later life by supporting and empowering older people, helping other organisations to work together, and championing the interests of older people in the city.

The overall aim of this post is to develop and co-ordinate the project and to be responsible for ensuring successful outcomes.

**Main Tasks**

The job description does not give a complete list of duties, rather a broader range of responsibilities and performance indicators. It is subject to review and change.

The Project Co-ordinator’s main tasks include to:

1. Ensure the smooth and effective delivery of the project aims and objectives
2. Develop and maintain positive, strong and effective working relationships with all partners and external organisations
3. Ensure the project prioritises the people and communities that the project has been funded to support.
4. Work with a broad range of stakeholders as required. This will include statutory, voluntary, community and business sector organisations to ensure the service is promoted in a way that enables parity of opportunity and improves access for all older people and bearing in mind the access needs of diverse communities.
5. Maintain agreed monitoring and evaluation procedures in order to produce regular reports of activities and outcomes to the Manager and funders.
6. Provide volunteer supervision and support

**General**

1. Work within the values, beliefs of AUKB at all times and to promote these to service users, carers and other stakeholders
2. Work closely with AUKB colleagues, Support Hub partners and local community organisations
3. Ensure that the project is age friendly and promotes age friendly values.
4. Take part in line management, supervision and appraisal as required
5. Access training and attend seminars/conferences as necessary
6. Comply with all AUKB policies and procedures and with relevant legislation
7. Carry out other duties as required which are commensurate with the post.

AUKB does not intend for, or regard this job description to be contractually binding on the charity and reserves the right to review, amend and update to meet the demands of the organisation.

**Project Coordinator - Person Specification**

This document sets out the skills and experience required for this post and will be used for shortlisting and interviewing candidates. All are essential except where indicated as desirable.

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Good standard of literacy and numeracy | Higher education or vocational qualification, or relevant experienceEducated to degree level |
| **Experience** | Leading community development and co-productionWorking in partnership with a range of stakeholders, including statutory sector, voluntary sector organisations, community groups and the private sector to achieve outcomes.Managing and delivering a project including planning, stakeholder management and evaluation/impact modelsWorking with older peopleProviding support or line management to volunteers | Working in the voluntary sectorPublic speaking |
| **Knowledge** | The issues faced by older people including loneliness and isolationPerson-centred approachesKnowledge of Age UK Bristol, its role and servicesUnderstanding and working knowledge of data protection regulationUnderstanding of equality and diversity legislation regulation | Bristol and the voluntary sector networkCo-production with older people |
| **Skills and abilities** | Ability to engage with people and good listening skills Ability to produce and present reports and summarise (verbally and written) in a clear and focused wayAbility to motivate and encourage others in the achievement of specific objectivesGood IT skills including MS Excel, MS Word, MS Outlook and MS PowerPointTime management, including the ability to be flexible, prioritise competing demands and manage a varied workload |  |
| **Personal attributes** | Commitment to work in an inclusive, team-focussed wayCommitment to put older people at the heart of the projectWilling to work outside of office hours on occasionDependable and able to work independently at times using own initiativeAbility to travel effectively around Bristol |  |

**General Information**

**Equality and Diversity**

AUKB is committed to valuing diversity, tackling inequalities and promoting equality of opportunity. All staff have a personal responsibility to uphold this commitment and contribute towards an inclusive and supportive environment by

* Ensuring their behaviour is not discriminatory, and does not cause offence,
* Challenging the inappropriate behaviour of others, and
* Adhering to AUKB’s values and its equality and diversity policy.

**GDPR**

All staff are responsible for helping the organisation meet its data protection obligations to staff, volunteers and clients. Personal data of other individuals, and our clients should be treated in accordance with the AUKB Data Protection Policy and Privacy Policy.

AUKB will treat personal data relating to employees in accordance with its HR Data Protection. Information about how an employee's data is used and the basis for processing their data will be provided in the organisation's Employee Privacy Notice.

**Health and Safety**

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

1. Take reasonable care of themselves and for others at work
2. To co-operate with AUKB as far as is necessary to enable them to carry out their legal duty
3. Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

*The Chief Executive and Senior Management Team* have overall responsibility for providing and maintaining safe and healthy working conditions, equipment and systems of work for all employees, tenants, visitors, students and volunteers and to provide such information, training and supervision, as they need for this purpose.

*The Chief Executive and Senior Management Team* are also responsible the health and safety of other people who may be affected by AUKB activities.

It is the responsibility of the *Office Manager* to act as Health & Safety Officer.

*Individual managers* will be responsible for health and safety within their area of responsibility in respect of both the workforce and the premises.

**Safeguarding**

AUKB is committed to ensuring that all people who use its services and those who come into contact with staff providing support and care (including any children) are, as far as possible, enabled to experience lives which are free and safeguarded from abuse or exploitation. All staff have a duty of care to safeguard Children and Vulnerable Adults and to act on any concerns to ensure that each situation is appropriately assessed and investigated.

**AUKB Vision, Mission and Values**

At AUKB we help make sure that everyone in Bristol can love later life. We do this by supporting and empowering older people, helping other organisations to work together, and championing the interests of older people in the city.

These statements ensure that everyone within AUKB has a shared understanding of who we are, what we do and what we stand for. All AUKB communications will endeavour to reflect our brand values, through use of language, treatment of donors/volunteers/service users, and interactions with other organisations.

**Vision -** We want Bristol to be a city where everyone in later life:

• Has enough money

• Enjoys life and feels well

• Receives high quality heath and care

• Feels comfortable, safe and secure at home

• Participates in their local community

**Mission -** To improve the quality of later life in Bristol, by:

• Providing top-quality services and support to all older people

• Being a leader for other organisations working with older people

• Campaigning for public spending and policies that benefit older people

• Promoting positive attitudes to ageing across the city

**Values -** In everything we do, we are:

• Bristol-focused

• Reliable and trustworthy

• Supportive and caring

• Positive and empowering