



Wellspring Settlement JOB DESCRIPTION

Job Title: Older People – Community Worker

This post is funded by the Grateful Society

Salary: Scale E, pts 22-25 £22,364 – £24, 526 per annum pro rata (successful applicants start at the bottom of the scale)

Contract Term: 16 hours per week. Fixed term until the 31/03/2025.

Responsible to: Community Service Manager

Management responsibility: none

Holiday: 5 weeks (pro rata) per year plus all bank holidays

Pension: Employees will be enrolled into the workplace pension if eligible.

Purpose of the job:

To work in Barton Hill/Lawrence Hill supporting the reengagement of older people with their communities using a community development approach. This role will be managed by Wellspring Settlement's Community Service Manager and will work in partnership with other Wellspring Settlement projects to offer opportunities for participation.

Key Tasks and Responsibilities:

Service Delivery

1. To use an Asset Based Community Development approach to consultation and co-production of older people's projects with existing WS groups and contacts and with wider groups across Inner Central East Bristol.
2. To support groups to focus on older people's confidence and wellbeing, community cohesion, digital exclusion and barriers to engagement with a view

to reengaging them with opportunities to take part in and shape and develop community groups.

3. To collaborate with Social Prescribers and other community workers (in-house) to facilitate the development and sustainability of small local self-help, self-facilitated groups.
4. To conduct outreach to identify and welcome in older people experiencing social isolation.
5. To be involved in co-producing evaluation tools including stories using Asset Based Community Development techniques, a measuring tool and data from our in-house database.
6. To engage in sector-based alliances that support a joined-up approach to supporting older people city-wide.
7. To attend relevant meetings as appropriate and as directed.
8. To be the visible contact offering support and guidance to volunteers/participants that utilise the Wellspring Settlement venue as a base for delivering support to older people and link into the wider participation provision of Wellspring Settlement.

General Duties

1. To prepare, attend and actively participate in monthly supervision sessions including engaging in the monitoring and review of performance targets (such as gaining consent and gathering data about participants).
2. To work within the policies and procedures of Wellspring Settlement and attend appropriate team meetings, training events and staff development days.
3. To communicate with staff, volunteers, service users and partners in a positive and effective manner, including sharing case studies and celebrating progress.
4. At all times to work within and actively promote the equal opportunities policy of the Settlement.
5. At all times to be aware of the health and safety of colleagues, users, local people and self and to work within the health and safety policies of the Settlement.
6. Work flexibly in terms of responsibilities and working hours as required or directed, including occasional evening and weekend work, carrying out any duties as they arise which are consistent with the general character of the post.

Older People – Community Worker Person Specification

Applicants must demonstrate that they have the essential criteria in order to be shortlisted for interview. Your application must show, in detail, how you meet the following essential criteria.

It would also be useful to add, in addition, details of how you meet any desirable criteria that may be listed.

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Some experience of community/support work with older people, this can be in a voluntary capacity • Experience of setting up and leading group activities, this can be in a voluntary capacity • Experience of supporting groups to self-manage • Experience of managing and supporting volunteers • Experience (or a good understanding) of community development and co-production/collaborative working 	
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • IT skills including using emails, word, excel, zoom • Excellent communication and interpersonal skills; including engaging with individuals with complex needs and motivating and inspiring others. • Good organisational skills and attention to detail • Excellent reliability, organisational, record keeping and administration skills. • Ability to work on own initiative and as part of a team and to prioritise need. 	<ul style="list-style-type: none"> • A community language in addition to English, for example Polish or Somali. • Knowledge of community work/working with older/Vulnerable people

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	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> A willingness to work in partnership with relevant agencies e.g. voluntary sector provision, health services and other relevant providers. 	
Attitudes/Personal Characteristics	<ul style="list-style-type: none"> Commitment to learning about and understanding health inequalities and knowledge of community-based interventions that support residents to lead healthier, happier lives. Understanding and a desire to reach out to all communities with an understanding and commitment to Safeguarding, Diversity and Equalities in all areas of work. Enthusiasm, motivation and commitment to learning about all aspects of this work outlined in the job description 	

JRG date: 07/03/24