

Communities for All (C4ALL)



Job Description

Job Title: Older People, Project Worker (14 hours per week initially for two years)

Start date: negotiable

Pay Scale: TBA

Reporting to: Directors

TO APPLY: Please complete application online under job application on our website www.c4all.org.uk with a covering letter detailing how you meet the person specification PLUS your CV to info@c4all.org.uk

The closing date for the post is 12pm on 27th July 2020. This is subject to 2 references and a satisfactory enhanced DBS check.

Please note only shortlisted candidates will be contacted.

Main Duties and Responsibilities

To provide support and reach out BME older people to share equal rights as other older people; and to support them to gain access to community interest based services provided by Communities for All and partners.

Project management

1. To organise, plan and deliver appropriate services and activities as defined by the Service Specification of the Project.
2. To participate (with the Senior Manager) in the recruitment and induction of new volunteers on Older People Project.
3. To network with other agencies in order to learn about models of good practice and to promote the work of Older People Project.
4. To ensure financial control of the Project expenditure.
5. To establish and implement systems enabling service users to participate in decision making related to the delivery and management of the Project.
6. To prepare regular progress reports for the Management Team and for all relevant stakeholders in the Project.
7. To maintain accurate and relevant records of case-work. To maintain accurate records of group work or Project activities.

8. To work closely with other Projects to ensure that work is not duplicated unnecessarily.
9. To assess and implement appropriate Information Technology systems to support the work of Older People Project.
10. To maintain records and collect/collate statistics for monitoring and evaluation as required by grant aiding bodies.

Centre Responsibilities

1. To participate in the creation of a warm, welcoming, comfortable safe and accessible environment for service users at Community Centres at Cheetham and Crumpsall.
2. To be responsible for the recruiting, induction and supervision of volunteers for your Project. To act as a role model and mentor for all volunteers at the Project.
3. To participate in Partnership meetings, where information is shared and exchanged. To ensure that relevant information about Older People Project is given to other staff and volunteers at Community Centre such as Welcome Centre and Community for ALL.
4. To contribute to the development and implementation of Centre policies and procedures.
5. To adhere to C4ALL Confidentiality and Equal Opportunity policies.
6. To contribute to the provision of a safe and healthy environment, ensuring that the legal requirements of health and safety are complied with.
7. To act as an ambassador for C4ALL as an agency and the BME community in general.
8. To participate in Centre working groups e.g. Health and Safety, Marketing, Promotion, Total Quality Assurance, etc.

Roles and Responsibilities specific to this post

The main roles and responsibilities specific to the BME Older People Worker are in compliance with 'Our Health, Our Care, Our Say' national frameworks of services for older people. Also, roles and responsibilities need to comply with the Carers Acts 2008 and Manchester City Council rules and regulations.

In order to achieve the above national frameworks objectives and to fulfil requirements from the funding bodies, the followings are the main tasks that the Older People project worker needs to deliver:

1. To outreach to BME older people in Cheetham Hill and Crumpsall of Manchester.
2. To provide support to ensure BME older people are accessing appropriate wellbeing activities.

3. To produce promotional / information leaflets to inform BME older people carers about the services C4ALL and partners offer.
4. To consult BME older people carers regularly to find out their service needs.
5. To organise and manage new social sessions and regular activities for the elderly, arrange day trips such as visiting gardens, day trips local and afar for education, wellbeing, and cultural purposes, etc. This will provide opportunities for BME older people to have a break from local environment.
6. To involve and engage BME older people to establish Community group to voice their needs and to talk about their experiences as BME older people in a BME community.
7. To deliver cultural awareness training to share useful learning with other organisations or professional through events and conferences on a local level.
8. To actively participate in all Older People Promotional activities organised by C4ALL and partners.

This job description is a guide to the main duties and responsibilities of this post. It may be subject to amendment as a result of consultation and agreement between the post-holder and their line manager.

Communities for All Ltd Person Specification

Project Worker (14 hours)

We are looking for someone who has good interpersonal communication skills as well as presentation skills. The post holder also needs to have commitment to support and to work with the diverse ageing community.

Candidate requirements are as follows:

Education/Qualification/Training Requirement

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| 1. NVQ level 3 or above in Health & Social Care / community work / Adult Social Care / Family or relevant areas or equivalent. | Desirable |
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Experience

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| 1. Has had at least one year's experience of working with older people preferably from BME communities, or ; | Essential |
| 2. Has had one year's experience of working in a community based organisation or voluntary sector, or a provision which targets to provide services to ethnic minority groups, or ; | Desired |
| 3. Has had at least one year's experience of working with older people and has supported Older people to gain access to public services and welfare benefits which they are entitled to. The work environment is preferably from BME communities. | Desired |

Skills/ knowledge/ abilities

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| 1. Sensitive to a range of older peoples issues particularly related to BME communities. | Essential |
| 2. Good report writing skills. | Essential |
| 3. Good time management and good organization skills. | Essential |
| 4. Good interpersonal communication skills. | Essential |
| 5. Good problem solving skills. | Essential |
| 6. Sensitive to a range of cultural backgrounds. | Essential |
| 7. Ability to communicate in fluent English and or another language and to be able to communicate effectively and liaise with a wide range of people. | Essential |
| 8. Ability to work with others as a team as well as to work independently. | Essential |
| 9. Good people management and project management skills. | Essential |
| 10. Good team leading skills as well as a good team player. | Essential |
| 11. PC literate. | Essential |
| 12. Motivating and influencing. | Essential |
| 13. Time management and organisational skills. | Essential |
| 14. Respect Confidentiality in relation to information received. | Essential |

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| 15. Ability to prepare documents for marketing, reports and to analyse and present data. | Essential |
| 16. Have a basic understanding of financial and accounting procedures. | Essential |
| 17. Commitment to provide high quality standard of services to the community. | Essential |
| 18. Good presentation skills. | Essential |

Work related

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| 1. Willingness to work in a flexible manner. | Essential |
| 2. Willingness to participate in appropriate training. | Essential |
| 3. Willingness to comply with the organisations policies and procedures. | Essential |