

## **AGE UK BOLTON**

### **JOB DESCRIPTION**

#### **ACTIVE AGEING ASSISTANT - PART TIME 16 HOURS PER WEEK COMMUNITY SERVICES TEAM**

**RESPONSIBLE TO: COMMUNITY AND ENHANCED DAY CARE  
SERVICES MANAGER**

**RESPONSIBLE FOR: TEAM OF VOLUNTEERS**

**SALARY: £16,642 f.t.e. (Pro rata)**

#### **OVERALL JOB PURPOSE**

To support a range of high quality, complementary services and activities that meet the needs and aspirations of older people in Bolton; with a focus on support to remain at home safely, tackling loneliness and isolation and encouraging people to maintain their mental, physical, emotional and social activity to make later life a rewarding and fulfilling experience.

#### **KEY RESPONSIBILITIES**

1. To work with older people, Age UK colleagues, partners and volunteers to develop, deliver and promote a wide range of high quality, complementary services that support independence, tackle loneliness and isolation and promote a healthy lifestyle.
2. To develop and support a team of volunteers in order to deliver an effective programme of community services and activities including Befriending, Lunch & Leisure Clubs, Physical & Creative activity classes, Enhanced Day Care and other projects as appropriate.
3. To provide practical support to Age UK colleagues, volunteers and partners to ensure that classes, activities, clubs and events run smoothly including the creation of a safe, stimulating and welcoming environment for all.
4. To work with older people, Age UK colleagues, partners and volunteers to better understand the needs of older people, including those who are often hard to reach or who struggle to be heard, to contribute to the identification of gaps in existing provision and to inform learning and service development.

5. To proactively market and promote the range of community services offered by Age UK Bolton and its partners where appropriate.
6. Ensure compliance with Quality standards, Health & Safety, Equalities, Confidentiality, Data Protection and other organisational policies and procedures as appropriate.
7. To work closely with the Operations Director and Community and Enhanced Day Care Services Manager to identify and provide opportunities for volunteering and to ensure that volunteers are developed, motivated and supported.
8. To utilise systems and procedures (including the use of ICT systems) to record client information in accordance with Data Protection and privacy policies to capture and help evaluate service monitoring requirements such as outputs, outcomes, and quality.
9. To develop and sustain effective relationships with customers, volunteers, Age UK colleagues, partners and the wider community in order to promote the safety, independence, health, well-being and personal development of older people in Bolton.
10. To provide regular and timely information in the prescribed format to the Community and Enhanced Day Care Services Manager in order to meet the reporting needs of all funders and commissioners in a timely manner.
11. Other duties as directed by the Community and Enhanced Day Care Services Manager, Operations Director and the Chief Executive which are consistent and commensurate with the responsibilities of the post and the needs and development of the programme of community services and activities.

## **HOURS OF WORK**

16 hours per week to be worked on a flexible basis that may include occasional evening and/or weekend work with reasonable notice. There may be some negotiation in working patterns but 10am to 2pm four days per week is preferred.

The post holder is required to hold a full driving licence and have access to a fully taxed, road worthy and insured vehicle for use on charity business.

Revised by:  
Suzanne Hilton  
Chief Executive  
May 2017



**PERSON SPECIFICATION  
ACTIVE AGEING ASSISTANT - COMMUNITY SERVICES TEAM**

<b>ESSENTIAL CRITERIA</b>	<b>ASSESSMENT METHOD</b>
<b>KNOWLEDGE &amp; SKILLS</b>	
Strong verbal and written communication skills	Application/Interview
Effective organisation and prioritisation skills	Application/Interview
Good people and relationship building skills	Application/Interview
Understanding of and empathy with the issues affecting older people	Application/Interview
Understanding of the importance of remaining physically, mentally and socially active in later life	Application/Interview
Effective people, resource and time-management skills	Application/Interview
Demonstrable commitment to Equalities	Application/Interview
ICT literate - including Microsoft Office suite of programmes	Application
<b>EXPERIENCE &amp; QUALIFICATIONS</b>	
Good standard of education	Application
Service and/or activities delivery and	Application/Interview
<b>WORK RELATED CIRCUMSTANCES</b>	
Willingness and ability to work flexibly including occasional evenings and weekends	Application/Interview

A proactive approach to the personal development of oneself and others

Application/Interview

Ability to drive with access to a vehicle for business use

Application/Interview

**DESIRABLE CRITERIA**

**ASSESSMENT METHOD**

Experience of working with older people either in a paid or voluntary capacity

Application/Interview

Experience of working with volunteers

Application/ interview

Experience of working in Health & Social care or delivering community activity programmes

Application/Interview

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Suzanne Hilton  
Chief Executive  
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