

**JOB DESCRIPTION
FALLS PREVENTION CO-ORDINATOR**

RESPONSIBLE TO:	CHIEF EXECUTIVE
RESPONSIBLE FOR:	STRENGTH AND BALANCE EXERCISE INSTRUCTOR AND A TEAM OF VOLUNTEERS (AND FROM TIME TO TIME ANY AGE UK BOLTON STAFF AS DIRECTED BY THE CHIEF EXECUTIVE).
SALARY:	£22,500 plus 7% pension contribution
HOURS:	36 HOURS PER WEEK ON FLEXIBLE BASIS THAT MAY INCLUDE SOME EVENINGS & WEEKEND WORK
DURATION:	Fixed Term Contract to 31 March 2019 (extension subject to availability of funding)

OVERALL JOB PURPOSE

- Responsibility for co-ordinating an interagency falls prevention programme across an ageing population in Bolton
- Take a lead role in developing evidenced-based practice, providing teaching, service developments and evaluation
- Responsibility for co-ordinating the interagency falls programme implementation plan
- Responsibility for providing regular update reports to the Falls Implementation Group and Population Health and Prevention Board for the falls prevention programme

KEY RESPONSIBILITIES

1. To facilitate collaborative working with all agencies across the health and social care system including statutory, voluntary or independent sector to implement sustainable evidence based practice to prevent falls amongst the ageing population.
2. To produce promotional material and organise, attend and present at publicity events to raise awareness of falls prevention
3. To attend multi- disciplinary team meetings, working with colleagues to identify at-risk cohorts across the population

4. To develop, co-ordinate and deliver a falls prevention training/awareness programme, ensuring development of appropriate skills and competencies for staff and volunteers in all agencies
5. To develop and co-ordinate the progress of task and finish groups for specific workstreams within the programme ensuring timescales for delivery are met.
6. To induct, supervise, develop and support a team of volunteers (and from time to time any Age UK Bolton staff as directed by the Chief Executive) in order to ensure the efficient and effective running of the falls prevention programme.
7. To put in place systems and procedures to record client information in accordance with Data Protection and privacy policies and to capture and evaluate service monitoring requirements such as outputs, outcomes, and quality (using information technology systems).
8. To proactively market and promote the range of community services offered by Age UK Bolton and its partners where appropriate, to support individuals to retain, regain and develop the skills to manage their lives and environment.
9. Ensure compliance with all relevant Age UK Bolton policies and procedures and Quality standards and adherence to good practice guidance.
10. To develop and sustain effective relationships with customers, their carers and families, volunteers, Age UK colleagues, NHS colleagues, other partners and the wider community in order to promote the safety, independence, health, well-being and personal development of older people in Bolton.
11. To provide regular reports and information to the Chief Executive, Falls Implementation Group or other nominated colleague in order to meet the reporting needs of all funders and commissioners in a timely manner.
12. Other duties as directed by the Chief Executive which are consistent and commensurate with the responsibilities of the post and the needs and development of falls prevention programme.
13. Attend training courses as required to ensure successful implementation of the programme as well as pursue your own development. To be self-aware and role model continuous self-development as well as enabling others.

**PERSON SPECIFICATION
FALLS PREVENTION CO-ORDINATOR**

ESSENTIAL CRITERIA	ASSESSMENT METHOD
KNOWLEDGE & SKILLS	
Excellent verbal and written communication skills	Application/Interview
Effective organisation and prioritisation skills	Application/Interview
Excellent project management skills	Application/Interview
Strong relationship building and management skills	Application/Interview
Understanding of and empathy with the issues affecting older people	Application/Interview
People, resource and time- management skills	Application/Interview
Demonstrable commitment to equalities	Application/Interview
Good influencing and negotiating skills	Application/Interview
ICT literate - including Microsoft Office suite of programmes	Application/Interview/Test
To have an understanding and interest in management of falls prevention for older people	Application/Interview
Ability to collect, collate, analyse and interpret data to improve services and ability to present information in arrange of formats e.g. graphs, presentations	Application/Interview
Understanding of confidentiality, safeguarding and health and safety policies	Application/Interview
EXPERIENCE & QUALIFICATION	ASSESSMENT METHOD
Good standard of education	Application/Interview/certificate
Experience of managing/supervising and developing staff and or volunteers	Application/Interview
Experience of implementing health and well-being programmes/activities/services	Application/Interview
Experience of delivering training/awareness/educational sessions to staff, volunteers and the public	Application/Interview
Experience of working with health and/or social care professionals at a variety of levels either in a statutory, voluntary and/or independent sector	Application/Interview
WORK RELATED CIRCUMSTANCES	ASSESSMENT METHOD
Willingness and ability to work flexibly including some evenings and weekends	Application/Interview

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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
Specialist knowledge and interest in management of falls prevention for older people	Application/Interview
Experience of working with older people in a paid or voluntary capacity	Application/Interview
Qualification in health, social, housing or community fields (e.g. City & Guilds NVQ 4 Health & Social Care or equivalent experience)	Application/Interview/certificate