



Place At My Table

JOB DESCRIPTION Ref: 10/05/2022

TITLE:	Older People Activities Coordinator
SALARY:	£12.00 per hour
ACCOUNTABLE TO:	CEO and Operations Manager
LOCATION:	Croydon
HOURS:	10 hours per week (six-month Fixed Term Contract)

JOB SUMMARY:

1. The post holder will act as Coordinator for the management of a service facilitating social, cultural and leisure activities for older people across Place At My Table in Croydon and Sutton.
2. The post holder will have a significant role in reducing social isolation through developing activities and events, including volunteering opportunities and promoting these to older people
3. The post holder will be responsible for liaising with the CEO and other personnel to recruit and train suitable volunteers to assist in the administration and delivery of the service
4. The post holder will liaise with professionals from the statutory and voluntary sectors within the Boroughs to promote the service and develop opportunities for joint activities

MAIN RESPONSIBILITIES

1. To facilitate collaborative working with all agencies in the health, housing, Social Services and the voluntary sector to promote the service and create opportunities to reduce social isolation
2. To act as coordinator for the management of a service facilitating social, cultural and leisure activities for older people across Croydon and Sutton to promote health and well-being
3. To identify opportunities to develop the service in liaison with the Senior Manager and other colleagues
4. To research social, cultural and leisure activities available, identify gaps and create further opportunities through working with other organisations, commercial settings and other providers
5. To take responsibility for managing all bookings for events and regular activities promoted by the service
6. To carry out risk assessments for all activities and events, with regard to venues, accessibility, transport options, procedures for payment and members' own health and disabilities
7. Where the handling of money is required, to comply with PAMT policy as stated in Employee Handbook and with procedures agreed with the Associate Directors
8. To produce a monthly calendar of events and opportunities to promote to members, assisted by volunteers
9. To ensure the members all receive information about forthcoming activities and events, including the monthly calendar, using a variety of media to contact them, assisted by volunteers
10. To provide all members with information about transport and accessibility arrangements and options, and, where necessary, assist members to make arrangements, assisted by volunteers
11. To facilitate regular activities such as coffee mornings, social and leisure groups and outings and trips, assisted by volunteers

12. To help volunteers and members establish ground rules (confidentiality, sharing of contact details etc)
13. To support volunteers in welcoming and including new members as well as ascertaining members' interests in order to develop new activities and events
14. To widen the membership through promotional activity and liaison with other service providers, in addition to other colleagues within PAMT
15. To register members, obtain contact details and other essential information and ensure the information is recorded on Charity Log
16. To recruit and provide training for volunteers, in line with our Volunteering and Volunteering Recruitment Policies.
17. To work with the CEO to ensure enough volunteers are recruited and trained in order to maintain and further develop the service
18. To arrange regular supervision and support for volunteers
19. To record, maintain and provide monthly and quarterly statistical and qualitative data for the monitoring, evaluation and development of the service
20. To obtain regular feedback from members about activities and events to ensure quality is maintained with regard to venues, facilities, activities, transport etc.
21. To produce promotional material and organise, attend and present at publicity events to raise awareness of the service with the general public
22. To comply with all PAMT policies and procedures with regard to Equal Opportunities, Health and Safety and Confidentiality.
23. Attend training courses and other meetings as required
24. Attend regular supervision and annual appraisals
25. To be committed to PAMT policy and procedures on keeping adults safe from abuse, ensuring that all abuse is reported to the Senior Manager for Engagement and Day Opportunities and that safeguarding is embedded in all decisions and actions.
26. To undertake any other duties as may be reasonably required by the line manager and interagency implementation group.

This job description may be subject to change in consultation with the post holder. The post holder will be required to work flexibly by service and organisation needs.

ACTIVITIES CO-ORDINATOR Person Specification

	Essential
Skills, knowledge and experience	1. Ability to initiate, develop and support volunteer projects including: <ol style="list-style-type: none"> a. Recruitment, selection and initial training of volunteers b. Liaise with existing management staff to ensure on-going volunteer supervision, management and training.
	2. Understanding of the needs of older people including those who are particularly isolated and vulnerable.
	3. Ability to write reports, maintain records and communicate effectively (in writing and verbally)
	4. To demonstrate an open-minded and friendly approach to individuals always avoiding stereotyping and pre-judgement and adopting a professional approach to work, service users and volunteers, actual and potential.
	5. Ability to promote the work of PAMT and the service by liaising and networking with other agencies and local older people's groups.
	6. Ability to publicise the work of PAMT and the service both verbally and in the production and provision of publicity/promotional materials.
	7. Well-developed organisational skills, including management of volunteers, researching and establishing new activities, managing bookings and a calendar of events
	8. Capacity to build positive rapport with volunteers, members, colleagues and other professionals
	9. Excellent communication skills, with the ability to communicate effectively and creatively, both verbally and in writing
	10. An interest and commitment to supporting older people's wellbeing, improved quality of life and resilience
	11. Ability to work with the minimum of supervision and to demonstrate imagination and initiative as well as being proactive. To work as part of a team and seek and offer/receive appropriate support to/from other staff.
	12. Excellent interpersonal and team working skills with abilities to support and motivate volunteers.
	13. Computer literate, able to use Microsoft packages, email, the internet, web searches and databases
	14. Understanding of quality systems and abilities to ensure collection of electronic data efficiently in order to provide statistical evidence for analysis.

	15. Knowledge of local services and support available to older people; problem solving abilities to support client to achieve independence
	16. To be aware of, and comply with, PAMT policies with particular regard to Equal Opportunities, Health and Safety, Confidentiality and Safeguarding vulnerable adults.
	17. This post is subject to a check through the disclosure and barring service (formerly CRB)