

Project Coordinator (FAB)

Job Description and Person Specification



- Responsible to:** Active Ageing and FAB Manager
- Hours:** 17.5 hours per week
- Working Pattern:** Flexible Monday to Friday 9:00-5:00
- Base:** The Withywood Centre, Queens Road, Bristol, BS13 4QA
- Place of Work:** Hybrid working, AUKB office and home.

Introduction

At Age UK Bristol, we want to change the way we age. We aim to keep people aged 55+ well and active, encouraging Bristol to be an Age Friendly city. We do this through providing practical help and supporting people's emotional and physical wellbeing in a range of ways depending on their needs. In addition, we want to prevent people from needing our help wherever possible. We do this in our strategic work, where we aim to create the conditions for older adults to remain healthy and independent.

Job Purpose

The main purpose of this role is to:

- develop and co-ordinate the Friends Ageing Better (FAB) project and to be responsible for ensuring successful outcomes.

Duties and Responsibilities

1. Project Coordination

- a) Ensure the smooth and effective delivery of the project(s) aims and objectives
- b) Develop and maintain positive, strong and effective working relationships with all partners and external organisations
- c) Ensure the project prioritises the people and communities that the project has been funded to support.
- d) Work with a broad range of stakeholders as required. This will include statutory, voluntary, community and business sector organisations to ensure the service is promoted in a way that enables parity of opportunity and improves access for all older people and bearing in mind the access needs of diverse communities.
- e) Maintain agreed monitoring and evaluation procedures in order to produce regular reports of activities and outcomes to the Manager and funders.
- f) Provide volunteer supervision and support

2. General

1. Work within the values, beliefs of AUKB at all times and to promote these to service users, carers and other stakeholders
2. Work closely with AUKB colleagues, Support Hub partners and local community organisations

3. Ensure that the project is age friendly and promotes age friendly values.
4. Take part in line management, supervision and appraisal as required
5. Complete all essential training and attend seminars/conferences as necessary.
6. Comply with all AUKB policies and procedures and with relevant legislation
7. Carry a responsibility for safeguarding and report any concerns in line with AUKB policy.
8. Carry out other duties as required which are commensurate with the post.

AUKB does not intend for, or regard this job description to be contractually binding on the charity and reserves the right to review, amend and update it to meet the needs of the organisation.

Project Coordinator (FAB) - Person Specification

Criteria	Essential	Desirable
Qualifications	Good standard of literacy and numeracy	Higher education or vocational qualification, or relevant experience Educated to degree level
Experience	<p>Leading community development and co-production</p> <p>Working in partnership with a range of stakeholders, including statutory sector, voluntary sector organisations, community groups and the private sector to achieve outcomes.</p> <p>Managing and delivering a project including planning, stakeholder management and evaluation/impact models</p> <p>Working with older people</p> <p>Providing support or line management to volunteers</p>	<p>Working in the voluntary sector</p> <p>Public speaking</p>
Knowledge	<p>The issues faced by older people including loneliness and isolation</p> <p>Person-centred approaches</p> <p>Knowledge of Age UK Bristol, its role and services</p> <p>Understanding and working knowledge of data protection regulation</p> <p>Understanding of equality and diversity legislation regulation</p>	<p>Bristol and the voluntary sector network</p> <p>Co-production with older people</p>
Skills and abilities	<p>Ability to engage with people and good listening skills</p> <p>Ability to produce and present reports and summarise (verbally and written) in a clear and focused way</p> <p>Ability to motivate and encourage others in the achievement of specific objectives</p> <p>Good IT skills including MS Excel, MS Word, MS Outlook and MS PowerPoint</p>	

Criteria	Essential	Desirable
	Time management, including the ability to be flexible, prioritise competing demands and manage a varied workload	
Personal attributes	<p>Commitment to work in an inclusive, team-focussed way</p> <p>Commitment to put older people at the heart of the project</p> <p>Willing to work outside of office hours on occasion</p> <p>Dependable and able to work independently at times using own initiative</p> <p>Ability to travel effectively around Bristol</p>	

General Information

Equality and Diversity

Age UK Bristol is committed to valuing diversity, tackling inequalities and promoting equality of opportunity. All staff have a personal responsibility to uphold this commitment and contribute towards an inclusive and supportive environment by

- Ensuring their behaviour is not discriminatory, and does not cause offence,
- Challenging the inappropriate behaviour of others, and
- Adhering to AUKB's values and its equality and diversity policy.

General Data Protection Regulation (GDPR)

All staff are responsible for helping the organisation meet its data protection obligations to staff, volunteers and clients. Personal data of other individuals, and our clients should be treated in accordance with the AUKB Data Protection Policy and Privacy Policy.

AUKB will treat personal data relating to employees in accordance with its HR Data Protection. Information about how an employee's data is used and the basis for processing his or her data will be provided in the organisation's Employee Privacy Notice.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

1. Take reasonable care of themselves and for others at work
2. To co-operate with AUKB as far as is necessary to enable them to carry out their legal duty
3. Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

The Chief Executive and Senior Management Team have overall responsibility for providing and maintaining safe and healthy working conditions, equipment and systems of work for all employees, tenants, visitors, students and volunteers and to provide such information, training and supervision, as they need for this purpose.

The Chief Executive and Senior Management Team are also responsible the health and safety of other people who may be affected by AUKB activities.

It is the responsibility of the *Office Manager* to act as Health & Safety Officer.

Individual managers will be responsible for health and safety within their area of responsibility in respect of both the workforce and the premises.

Safeguarding

Age UK Bristol is committed to ensuring that all people who use its services and those who come into contact with staff providing support and care (including any children) are, as far as possible, enabled to experience lives which are free and safeguarded from abuse or exploitation. All staff have a duty of care to safeguard Children and Vulnerable Adults and to act on any concerns to ensure that each situation is appropriately assessed and investigated

AUKB Vision, Mission and Values

Vision - We want Bristol to be a city where everyone in later life:

- Has enough money
- Enjoys life and feels well
- Receives high quality health and care
- Feels comfortable, safe and secure at home
- Participates in their local community

Mission - To improve the quality of later life in Bristol, by:

- Providing top-quality services and support to all older people
- Being a leader for other organisations working with older people
- Campaigning for public spending and policies that benefit older people
- Promoting positive attitudes to ageing across the city

Values - In everything we do, we are:

- Bristol-focused
- Reliable and trustworthy
- Supportive and caring
- Positive and empowering