

## **Project Coordinator**

### **Age-Friendly Employment and Volunteering**

#### **Job Description and Person Specification**

**Responsible to:** Manager/Chief Executive Officer

**Hours:** 17.5 hours per week

**Working Pattern:** Flexible, Monday – Friday, 9:00-5:00

**Base:** The Withywood Centre, Queens Road, Bristol, BS13 8QA

**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 overall aim of this post is to develop and co-ordinate the project(s) and to be responsible for ensuring successful outcomes.

### **Main Tasks**

The job description does not give a complete list of duties, rather a broader range of responsibilities and performance indicators. It is subject to review and change. The Project Co-ordinator's main tasks include to:

1. Ensure the smooth and effective delivery of the project(s) aims and objectives
2. Develop and maintain positive, strong and effective working relationships with all partners and external organisations
3. Ensure the project prioritises the people and communities that the project has been funded to support and works in a person-centred way.
4. Work with businesses, statutory sector and community organisations to ensure the service is promoted in a way that enables and improves access for all older people and bearing in mind the access needs of diverse communities. This includes parity of opportunity between people with digital access and those without.
5. Maintain agreed monitoring and evaluation procedures in order to produce regular reports of activities and outcomes to the Manager and funders.

### **General**

- a)** Work within the values, beliefs of AUKB at all times and to promote these to service users, carers and other stakeholders
- b)** Work closely with AUKB colleagues, voluntary, community and social enterprise (VCSE) partners and local community organisations
- c)** Ensure that the project is age friendly and promotes age friendly values.
- d)** Take part in line management, supervision and appraisal as required
- e)** Access training and attend seminars/conferences as necessary
- f)** Comply with all AUKB policies and procedures and with relevant legislation
- g)** 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 to meet the demands of the organisation.

## Project Coordinator - Person Specification

This document sets out the skills and experience required for this post and will be used for shortlisting and interviewing candidates. All are essential except where indicated as desirable.

Criteria	Essential	Desirable
<b>Qualifications</b>	Good standard of literacy and numeracy	Professional qualification in a relevant area.
<b>Experience</b>	<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>Delivering workshops or tutorials to small groups</p> <p>Managing and delivering a project including planning, stakeholder management and evaluation/impact models</p> <p>Working with older people</p>	<p>Working in the voluntary sector</p> <p>Providing support or line management to volunteers</p> <p>Public speaking</p>
<b>Knowledge</b>	<p>The issues faced by older people including the value of volunteering and access to employment.</p> <p>Person-centred approaches to service delivery.</p> <p>Understanding and working knowledge of data protection regulation.</p> <p>Understanding of equality and diversity legislation regulation</p> <p>Age Friendly practices and environments.</p>	<p>Knowledge of Age UK Bristol, its role and services.</p> <p>Bristol and the voluntary sector network</p> <p>Co-production with older people</p>
<b>Skills and abilities</b>	<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> <p>Time management, including the ability to be flexible, prioritise competing demands and manage a varied workload</p>	
<b>Personal attributes</b>	<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