

# Healthier Lifestyles Project Officer Recruitment Pack

**This pack contains the following:**

Advert	Page 2
Background Information	Page 3
Job Description	Page 4-5
Person Specification	Page 6

<https://www.ageuk.org.uk/croydon/>

## Advert

### Healthier Lifestyles Project Officer

**Responsible to:** Healthier Lifestyles Service Manager

**Responsible for:** Volunteers, as required

**Salary:** £27,330.60 per annum FTE (Pro Rata if part time)

**Hours:** Full time (5 days) and Part time (3 or 4 days) role available Monday to Friday.  
(A full working week is 35 hours)

**Contract:** Fixed Term until March 2025 (with possible extension subject to funding)

**Pension:** Auto enrolment regulations apply

**Location:** Home, office (Thornton Heath) with regular travel in Croydon

We are looking to recruit a project officer mainly to help deliver our Live Love Later Life and Healthsmart services whilst providing organisational and administrative support to help these run smoothly.

An exercise qualification and experience of delivering health checks are highly desirable. However, if you do not hold these qualifications you will need to undergo a chair-based exercise qualification and blood pressure training. Applicants need to be willing to undergo this training. They also need to have the confidence and enthusiasm to deliver exercise to groups of older people whilst motivating participants that may have a variety of physical and cognitive challenges. These attributes will be assessed through a task during the interview process.

If you are passionate about making a difference to the health and wellbeing of the older people who use our services, and those who care for them and want to contribute to an organisation which is continuously striving to improve, then we would love to hear from you.

#### **To apply**

Please visit [www.ageuk.org.uk/croydon](http://www.ageuk.org.uk/croydon) for an application pack which contains a full job description. You can also send an email to [Executive.Assistant@ageukcroydon.org.uk](mailto:Executive.Assistant@ageukcroydon.org.uk) to receive an application pack.

Applications must be signed and returned to 81 Brigstock Road CR7 7JH for the attention of The Executive Assistant / HR Department.

Signed, completed application forms can also be emailed to:  
[Executive.Assistant@ageukcroydon.org.uk](mailto:Executive.Assistant@ageukcroydon.org.uk)

**CV's will not be accepted.**

***This post is subject to a Disclosure and Barring Service check.***

**Deadline for Applications: 26<sup>th</sup> August 2024**

**Interviews: Rolling Interviews**

**\*Please submit any applications as soon as possible. The position will be filled as soon as a suitable candidate is identified.**

**\*We reserve the right to close the advert before the deadline.**

## Background Information

Age UK Croydon is one of the largest charities in Croydon and we have been representing the interests of older people across the borough for over 25 years.

We have an expert team of staff and volunteers who work together to deliver our extensive range of services and activities right across the borough. With services spanning information and advice, health, wellbeing, falls prevention, dementia support, one to one personal independence coordinators, connecting care homes to support and services in the community, befriending and social activities, Age UK Croydon offers a holistic solution for older people to access the services they require in one place.

- **VISION** – Valuing ageing, Improving Lives, Growing Communities
- **MISSION** – To reach, involve, support, and connect people so they can age well in Croydon.

### Our Core Values –

**OUR CORE VALUES** - Our core values are at the heart of how we work. They represent the feeling we want people to get when they work with us and they guide the decisions we make as individuals and as an organisation.

<b>Integrity</b>	We treat everyone equally and with respect
<b>Inclusion</b>	We work with people to ensure their independence
<b>Trust</b>	We're honest, truthful and can be relied upon
<b>Compassion</b>	We're warm and approachable
<b>Continuous Improvement</b>	We work in partnership with like-minded people

### Our Strategy

Our previous strategy was developed in 2018 and during this time we have achieved several milestones.

- **Demonstrating effective collaboration** with our statutory and voluntary sector organisations through 'One Croydon Alliance' which is a pioneering programme to join up the health and social care system, to provide a more integrated, efficient, holistic, and people-centred system.
- **We launched several new initiatives** during the last few years to support older people. A key initiative has been the piloting of work in care homes to ensure that care home residents are supported and connected in the community.
- **Our Brigstock Road premises is now a community hub** every Monday, where community can drop in to get support through both statutory and voluntary organisations.

### Our Strategic Objectives

- **Achieving sustained income growth**, focusing on unrestricted income, so that we can invest, innovate, and build capacity.
- **Expanding our reach in our community**, so that more people know about us and can benefit from our services. (Particular focus on making our services accessible, accessing underrepresented groups).
- **Working together to deliver a holistic client journey**, making every contact count, so that we can achieve our mission.
- **Building one diverse, skilled, and empowered team**. We will attract, retain, and nurture staff and volunteers, so that everyone fulfils their potential.
- **Becoming the organisation of choice** for funders, partners and as an employer.

## Healthier Lifestyles Project Officer Job Description

### Main Duties and key tasks:

1. Independently delivering chair based exercise sessions on daily basis in Croydon care homes to residents.
2. Working as part of the health hub team to deliver health hubs in various Croydon locations. If qualified also delivering standing exercise sessions.
3. Developing and maintaining good relationships with care home, health hub venue staff and partner organisations or talk providers.
4. Setting up of equipment at activities and ensure resources are ready for events.
5. Delivering basic health checks including blood pressure, BMI and diabetes screening.
6. Ensuring relevant paperwork, record keeping and outcome monitoring is completed for participants
7. Keep accurate records, case notes, create case studies. Regular use of Charity Log database.
8. Signposting and referrals to other services/activities
9. Delivering outreach sessions to promote Healthier Lifestyles and Age UK Croydon wider services.
10. Work closely with other team members to organise, plan, develop and promote the service.
11. Covering for the Memory Tree Café activities where necessary.
12. Work together with different types of volunteers (outreach and administrative). Mentor, supervise and support them to enable them to reach their potential and goals.
13. Undertake training; to maintain an up to date awareness of current health improvement initiatives and ensure that these are incorporated within the service; that may be necessary as the project changes, for example training to deliver a different type of exercise; that is mandatory such as safeguarding and data awareness
14. Maintain an awareness of health and safety issues associated with the project.
15. Establish links with health professionals, voluntary, statutory and private sector providers, to promote the service and enable effective partnership working and maximise local resources.
16. Maintain financial records as required in line with policies and procedures
17. Maintain information for the monitoring and evaluation of the project in accordance with Age UK Croydon, and funder's requirements.

18. Attend training, meetings, steering groups and supervision appropriate to the post and Age UK Croydon.
19. Comply with all Age UK Croydon policies and procedures with particular regard to Equal Opportunities, Health and Safety and Confidentiality.
20. Undertake other appropriate duties as required by the Line Manager.
21. This list is not exhaustive.

## Person Specification

<b>Personal Qualities</b>	<b>Desirable/ Essential</b>
Self-motivated with energy, enthusiasm and ability to motivate others	E
Friendly, empathetic and approachable	E
Confidence to work independently in a group environment	E
Committed to working as part of a diverse staff and volunteer work force	E
Committed to the core values and objectives of the organisation	E
<b>Experience and Knowledge:</b>	
Experience of working in a health/wellbeing related field ideally with older people	E
Experience of delivering activities in a group/community setting	D
Experience of delivering health checks (blood pressure, BMI).	D
Good knowledge of the relationship between physical activity and good health for older people	D
Understanding of person-centred approaches to working with people	E
Good knowledge of IT systems including Excel and Word	E
Experience of working with databases, administration processes and systems	D
Experience of working with and supporting volunteers	D
Good experience or knowledge of the health and social care sector	D
A good understanding of equal opportunities, health and safety, and confidentiality policies.	E
<b>Qualifications, Certificates, Skills and Abilities</b>	
An exercise qualification is highly desirable if not a strong willingness to undertake a chair-based exercise qualification	E
Health check training or willingness to undertake this	E
Ability to demonstrate commitment to people-centred and holistic approach to service delivery	E
Excellent communication skills, both written and verbal	E
Ability to work collaboratively and develop effective partnerships and relationships	E
Good literacy and numeracy skill	E
Good time management and organisational skills	E
Ability to listen and communicate effectively with a diverse group of people	E
<b>Practical Considerations</b>	
Clean driving licence and access to a car	D
Ability to travel around the borough in a timely manner	E
Ability to transport equipment (forms, leaflets, scales, blood pressure monitors etc)	E