



**1 x Carer- Hospital Project Officer
(Newham Based)**

**1 x Carer- Hospital Project Officer
(City Square Mile Based)**

Recruitment Pack

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AUKEL: Our vision, values and strategy

Vision

We want East London to be a place where people age well, and where older people live happy, healthy and fulfilled lives.

Strategy

We have just launched an ambitious new five-year strategy which was informed by the voices of older people in East London. Older people told us as part of our strategy consultation that they want to:

- Be independent,
- Be connected,
- Be informed and
- Be heard.

All our service delivery ambitions are clustered under these four headings.

Values

The way we do things is as important as what we do. We use the values agreed below, to frame our whole organisational approach.

AUKEL values	How we demonstrate them/live them			
	To clients	To colleagues	To partners	To funders
Kind (generous/loving/caring/ person-centred/empowering)	We treat all clients with kindness, patience, generosity and care. Our practice is trauma informed.	We are kind and generous to each other.	We treat our partners with kindness and are friendly and approachable.	We do all we can to give funders what they ask for, remembering that trust is key to good relationships.
Accountable (Integrity/trusted/reliable)	We do what we say we are going to do. We're reliable and trustworthy.	We deliver on commitments to each other, we are clear, honest and open when we run into challenges.	We do what we say we are going to do, and we are clear, honest and open when we run into challenges.	We do what we say we are going to do and always demonstrate our value. We are clear, honest and open when we run into challenges.

<p>Collaborative</p>	<p>We work as equal partners with clients.</p> <p>We empower and collaborate with them. We co-produce solutions.</p>	<p>We work with each other; we listen and learn from each other and support one another other.</p>	<p>We work as partners, not competitors – we put the needs of beneficiaries first.</p>	<p>We work with funders, listen to their objectives, and work together to deliver the best solutions for beneficiaries.</p>
<p>Flexible</p> <p>(creative/adaptable/ambitious)</p> <p>We say yes whenever we can.</p>	<p>We adapt according to the needs of our clients; we recognise the barriers many older people face and do our best to fit our services around them.</p>	<p>We are a flexible employer; we try hard to enable people to work in a way that suits them.</p> <p>We adapt to help each other out as a supportive team.</p>	<p>We listen hard to the needs of our partners and try hard to make collaboration work.</p>	<p>We do all we can to meet the requirements of funders because their trust in us will ensure ongoing investment in service delivery.</p>
<p>Inclusive</p>	<p>All older people feel that AUKEL is 'for them'.</p> <p>We deliberately work to make our services inclusive and take positive action to remove barriers for people least likely to trust us.</p>	<p>All staff and volunteers can be themselves at work, feel treated equally, trust that their voices are listened to and are given the opportunity to progress.</p>	<p>We seek out partners and develop partnerships that enable us to ensure that the needs of all older people are met.</p>	<p>We develop a diverse funding base which enables us to deliver work that we identify as meeting unmet need.</p>

About Age UK East London (AUKEL)

The organisation

Age UK East London (AUKEL) is a local independent charity, which is part of the national Age UK network. We work across Tower Hamlets, Hackney and Newham to deliver services which support older people to live healthier, happier and more fulfilled lives.

Our work

Each year we support around 20,000 older East Londoners by providing flexible practical and emotional support in homes, hospitals and in the community. Our boroughs have the country's highest pensioner poverty in the country, further exacerbated by the current cost of living crisis.

How we help:

1. We tackle poverty

Each year our advice service supports over 2,000 older people to claim £3.2million in welfare benefits, grants and relief entitlements. During the cost of living crisis we distributed £42,000 worth of emergency vouchers for food, helping older people ensure there was food in the fridge.

2. We alleviate loneliness

According to a national model, Tower Hamlets has the highest rates of loneliness in London and in England. Our East End Friends initiative teams housebound older people who'd like a bit more company with a volunteer to visit them at home. 92% of older people said they felt less isolated and lonely and 100% of volunteers would recommend the scheme.

3. We improve health

Many older people live alone and struggle to manage around the home. Our home from hospital service supports 3,000 older people to return to a safe and warm home. Just 6% are readmitted to hospital within 28 days compared to 15.3% in areas where there aren't these services.

4. We increase independence

Many older people in our boroughs have very poor health. For example, at age 65, women in Tower Hamlets can expect just six more years of good health, which is the lowest in London and almost the lowest in England. This reduces their quality of life and can make it harder to remain independent. As well as increasing income and addressing loneliness (both determinants of health) we offer yoga, walking, and chair-based exercise groups at our community centre in Bow. 87% of participants said they are more independent as a result.

About the team

We are a friendly, welcoming team of c. 70 staff and c. 70 volunteers. As well as many new starters we have several colleagues with 20+ years of service. You can read about our senior team on our website <https://www.ageuk.org.uk/eastlondon/about-us/senior-staff/> , and here's a picture of a few of us at our Diwali celebration in October 2024



Job description

Job Purpose
<ul style="list-style-type: none">• The Carer Hospital Project Officer will play a crucial role in helping unpaid Carers to get the right support at the right time to help them access the appropriate Carer related support in the respective boroughs. This role works with individuals in a person centred way and support Carer needs by making it <i>Personal, Coordinated and Enabling</i>.• They will work closely with ASC Duty Social Workers and other partners in Health & Social Care to support Carers in the hospital and ensure they have the necessary information and support.
Key Tasks
<ul style="list-style-type: none">• Being present and visible within their allocated Hospital sites – to both residents/carers and staff• Being ‘expert’ in the statutory and non-statutory Carers support services available in their allocated area – and across NEL more broadly – recognising that many carers access Hospital sites outside of the borough in which they live (we will be developing a ‘directory’ of NEL wide Carers services as part of the project to support this)• Having a comprehensive understanding of the current and emerging legislation surrounding carers, their entitlements and the Statutory Carers Assessment process• Building and maintaining good working relationships with hospital staff – to promote best practice around the identification, support and recording of Carers (in line with the Carers Hospital Discharge Tool kit’). This could include the delivery of Carer Awareness training/sessions for Hospital Staff• Attending Multi-Disciplinary Team meetings as / when appropriate.• Effectively explaining what a carer is as many people don’t see themselves as a carer• Identifying carers within the hospital – ideally at the earliest possible stage/ the point of admission• Actively promote local carer support services within the hospital• Informing the Carer, they have the right to a carers assessment and supporting a referral to the relevant Local Authority/Provider where necessary• Helping to give Carers a ‘voice’ within the Hospital and support them to be engaged in care / discharge planning wherever possible/appropriate• Ensuring that any identified carers have been informed of the broader support available to them and ‘intelligently signposting’ them• Attending monthly team meetings with the Project Manager, evaluation partner and other Carer Hospital Project Officer to review impact data, share learning and identify opportunities to maximise impact• Attending quarterly project partnership board meetings with all members involved in the project• Attending any meeting/ events as appropriate within their carers support service• Proactively escalating any issues and or ideas about how services can be improved to Hospital leads and the Project Manager• Co-producing and delivering the TEC pilot• Working with the evaluation team on key findings and data from the project

Administration
<ul style="list-style-type: none"> • Keep accurate and up-to-date records of contact with clients, including the use of relative databases (relevant training will be provided) and the Age UK East London Charity Log data base. • Provide additional data as required e.g., case studies, outcomes monitoring • Each Carer Hospital Project Officer/provider will be required to submit monitoring data to the Project Manager monthly. • Data from the first 3 months of delivery will be captured and base-lined, and Carer Hospital Project Officers will be expected to increase their activity/reach by 5% in each additional quarter of project delivery.
Quality
<ul style="list-style-type: none"> • To deliver all work in line with Age UK Quality Mark standards • To ensure that all work is in compliance with the Care Act 2014 • To attend mandatory and discretionary training as required • To be familiar with and to implement Age UK East London's policies and procedures
General
<ul style="list-style-type: none"> • To meet regularly with line manager for support, supervision and appraisal. • To attend team and staff meetings, (and other meetings) as required. • To undertake any other duties within the competence of the post holder as may be required from time to time for the continued smooth running of Age UK East London. • To undertake all training required to fulfil the role. • To carry out the duties of the post in accordance with Age UK's East London's policies and procedures including EDI, Health & Safety, Confidentiality, Complaints, GDPR, Safeguarding Vulnerable Adults.
Functional Links
<ul style="list-style-type: none"> • The role reports to allocated Service Lead. • Close working relationship is required with a Carers lead from each respective Hospital, CoL/Newham ASC teams and Carer support services i.e. Newham Carers Community and Imago.

Person Specification

	Essential	Desirable
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Knowledge & Understanding	<ul style="list-style-type: none"> • Thorough and up-to-date knowledge and understanding of policy and practice in Adult Social Care and Health, including the principles of personalisation • Knowledge of unpaid Carer's needs and support services • Knowledge of a range of multi-disciplinary professionals who are involved in a patients' care, ensuring a smooth and coordinated approach, especially where multiple agencies are involved • Understanding of the impact of discrimination and disadvantage on the lives of people and ability to work in a trauma-informed manner. • Understanding and commitment to safeguarding and promoting the welfare of vulnerable adults and their carers. 	<ul style="list-style-type: none"> • Experience of supporting unpaid carers • Experience of working in a hospital environment
Skills/Attributes	<ul style="list-style-type: none"> • Intermediate IT skills • Can demonstrate AUKEL values (accountable, kind, flexible, inclusive, collaborative) in the way the service is delivered. • Commitment to learning and development and reflective practise. 	
Additional Requirements	<ul style="list-style-type: none"> • This post is subject to the relevant check through the Disclosure & Barring Service (DBS) • Flexibility in working hours and travel across varied working locations including hospitals/surgeries 	

Employment Details

Contract type

This contracted post is for 35 hours per week.

1 - 2 evenings per week and 1 weekend per month in line with local Hospital visiting hours (to be agreed with each hospital) and is a 12 month fixed term contract.

We welcome application for flexible working including reduced hours and other flexible working arrangements.

Location

1 post holder will be mostly based at Newham, East London

1 post holder will be mostly based at the City Square Mile

Salary

Between £28,840 and £31,930. Plus 5% employer pension contribution.

We have recently introduced a salary bands system. This salary range refers to the lowest and top steps of the grade. Salary will progress every year until the top salary is reached.

Holiday entitlement

25 days (pro-rata for contracted hours) of paid holiday per year plus bank holidays. This increases after two years of service to 27 days, and then a further one day per every year of service up to a maximum of 30 days after five years of service. In addition, all employees are entitled to one day off on (or around) their Birthday.

Conditions of employment

The job offer is subject to the receipt of two satisfactory Employment References, an enhanced DBS Check and evidence of relevant Qualification.

How We Value Our People

Learning and development

We are committed to supporting our staff through a variety of training, e-learning, workshop and shadowing. A training needs assessment is carried out annually. During the appraisal and reviewed during supervision. The majority of vacancies are advertised internally to encourage staff to progress their careers within the charity.

Flexible working policy

We welcome flexible working requests from day one and anyone can make as many requests as they wish to.

Family Friendly Policy

We have a competitive Family Friendly Policy which includes maternity, paternity adoption and shared parental leave. We have an enhanced maternity and paternity pay policy based on the length of service.

Sick leave policy

We also have a competitive sick pay policy which will give you up to 4 months full pay and 4 months half pay after 4 years of service.

Death in service insurance

We have a Death in service insurance which will help your family to cope financially should something happen to you while employed with us.

Employee assistance programme

We offer an Employee Assistance programme called WeCare which includes 24/7 online GP, Get fit programme, Mental health support, Financial and legal guidance.

Menopause and menstrual policy

The policy supports employees in their ability to adequately self-care during their period and menopause, while not being penalised by having to deplete their sick leave.

Open Door policy

The purpose of policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee.

Wellbeing policy

The policy is aimed to promote mental wellbeing among staff and volunteers and tackle the causes of work-related mental health problems.

Duncan Robertson Award

For the outstanding contribution to the wellbeing of older people.

Cycle to work scheme

The scheme allows employees to obtain commuter bikes and cycling accessories through their employer, whilst spreading the cost over 12 months and making unbeatable savings through a tax break

Other benefits

Through Age UK National we provide the BUPA Employee Assistance Programme, the Blue Light Discount Card, access to a discount portal provided by AON and Ticket for Good.

Next Steps

How to apply

To apply, please complete the application form on our website.

Recruitment Timetable

Deadline to receive applications: 27th January 2025 at 5.00pm

1st stage interviews: Week commencing 3rd February 2025

Have any questions? If you want to find out more about the recruitment process or the role, please contact our HR department by emailing on: recruitment@ageukeastlondon.org.uk