



JOB DESCRIPTION

POST: Wellbeing Coordinator

JOB PURPOSE: To support the development and delivery of the 'EngAge to Live Later Life Better In Rotherham' project.

RESPONSIBLE TO: Operations Manager, EngAge Projects and Partnerships (OMPP) who is the Project Manager

LOCATION: HYBRID Based at Galax Business Centre, Working from Home and with community working throughout Rotherham Borough.

HOURS: 28 hours per week (0.8 FTE) - 3 year fixed term contract to 31st March 2028

SALARY: Scale 24 (Currently £25,534 pro rata)

1. Project delivery

1.1. Support for referrals

- Act as the first point of contact for new referrals for Circles support from older people, their families/carers or other professionals.
- Undertake an initial conversation with new referrals to understand what they want to achieve from having a Well-Being Circle.
- Match the person wanting the Circle with an appropriate volunteer.
- Co-devise and arrange Well-Being Plan.
- Undertake periodic reviews of Well-Being Plans with the focus person and their volunteer.
- Ensure that evaluation is undertaken in line with the outcomes framework for the Project.

1.2 Volunteers - Work with the OMPP to recruit, train and support volunteers by:

- Arranging and supporting volunteer recruitment events.
- Working with the OMPP to develop and deliver training for Wellbeing volunteers.
- Providing day to day support for Wellbeing volunteers, including allocation of referrals and volunteer support sessions.

1.3 Records and monitoring information

- Maintain accurate and timely project and service user records as required using Charitylog and other systems in place for the Project.

2. Project development and evaluation

2.1 Project Planning: Support the OMPP to develop a plan for the Project and contribute to the delivery, monitoring and review of this plan within agreed budgets.

2.2 Communication and promotion: Help the OMPP to promote the EngAge Project by:

- ensuring appropriate information is included on Age UK Rotherham's website and other communication channels;
- raising awareness and promoting EngAge Rotherham through social media, publications and events.

2.3 Evaluation: Support the OMPP to evaluate the project by:

- Ensuring appropriate evaluative information is maintained;
- Identifying cases and writing case studies;
- Contributing to project reviews and evaluations.

3. Other Duties

Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. The post holder may also, from time to time, be asked to undertake other reasonable duties including those outside of normal working hours as a member of the AUKR team.

In addition to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following:

a. Equal Opportunities

Act in accordance with the AUKR Equality and Diversity Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.

b. Compliance with policies and procedures

Ensure that all duties are carried out in line with the organisation's health and safety, operational, performance management, HR, data protection, and financial regulations policies and procedures.

c. AUKR Corporate Image.

Adopt a professional approach and manner at all times.

d. Confidentiality

Maintain absolute confidentiality in accordance with the organisation's Confidentiality Policy and Procedures.

This role is subject to a Disclosure and Barring Scheme check.

PERSON SPECIFICATION

Wellbeing Coordinator – ‘EngAge To Live Later Life Better In Rotherham’ project.

| | ESSENTIAL | DESIRABLE |
|---------------------------------------|---|---|
| QUALIFICATIONS | Educated to GCSE level or equivalent including English and Maths. | Higher level of qualification in a relevant discipline eg A level/ Degree/BTEC. Relevant social care qualification. |
| EXPERIENCE WITHIN LAST 5 YEARS | At least 2 years’ experience of providing personalised packages of support and active solutions to enable people in later life to improve their wellbeing. At least 2 years’ experience of working with volunteers, including contributing to their training, supervision and organization. At least 2 years’ experience of working on a development project and contributing to project development. | Recent experience of working with older people either in a paid or voluntary capacity. Experience of working in the voluntary and community sector. Experience of engagement or service provision with diverse client groups including ethnic minorities. |
| SKILLS AND KNOWLEDGE | A good understanding of older people and the challenges that can arise in later life. Excellent oral and written communication skills and ability to communicate appropriately with a range of people Accurate recording and report writing skills. | Ability to communicate in a community language that is used by older people in Rotherham. |

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| | <p>An understanding of GDPR and the need to adhere to confidentiality policies and procedures.</p> <p>A good understanding of Equality, Inclusion and Diversity issues that may be experienced by older people and how these can be supported by our work.</p> <p>Computer Literate including ability to use Microsoft 360 and to learn to use new IT packages e.g. Charitylog.</p> | |
| PERSONAL | <p>Ability to work effectively as part of a team and independently as needed.</p> <p>Ability to organize and prioritise own workload, including being able to reprioritise at short notice if needed.</p> <p>Be willing and able to work flexibly within the team to support the business need and other members of the team.</p> <p>A flexible attitude to work and a willingness to work evenings and weekends if required.</p> <p>A track record of seeking and participating in personal development - being willing to attend relevant training when required.</p> | <p>Have a clean driving license and regular access to a car with relevant insurance.</p> |