

Job Description

Job Title	Walking Project Facilitator
Salary	£24,963 - Actual salary £14,997
Hours of work	22.5 hours
Working pattern	To be agreed with the appointed candidate
Place of work	67 High Street, Thornbury, BS35 2AW
Annual leave	25 days annual leave (increasing to 28 after 3 years' service), plus public holidays, all pro rata
Status	2 years fixed-term

Job Purpose
To support the Project Coordinator in successfully developing and delivering a supported walking service to older people who are reintroducing physical activity into daily life throughout South Gloucestershire in line with the Live Longer Better initiative and the organisation's strategy and business plan. To facilitate regular walking groups for older people across South Gloucestershire.
Responsible to
Project Coordinator
Contacts
The post holder will need to work closely with key staff within the organisation, including the staff team, volunteers and service users. They will also need to build positive relationships with partner organisations, GP Surgeries, other voluntary organisations, community groups and local authority representatives.

Key Responsibilities

- Act as a main point of contact for day-to-day operational enquiries regarding the walking project, resolving day-to-day operational issues as they arise and escalating issues within the team when needed.
- Work with the Project Coordinator to identify new clients who could benefit from engaging in physical activity through participation in walking groups.
- Support in establishing and facilitating internal and external referral routes.
- Visit external organisations, for example, GP Surgeries, and promote the Supported Walking Service.
- Lead weekly walks, act as first aider, welcome walkers and provide information on the walking route and potential risks and hazards.
- Supervise and support walking volunteers in their roles.
- Support the administration of new referrals and ensure that new clients complete a health and walk questionnaire before they take their first walk.
- Support the Project Coordinator in the production and review of person-centred health & risk assessments for older people.
- Keep detailed and accurate records, administer surveys, & provide reports to the Project Coordinator as required.
- Encourage clients to connect with the Active 10, walking tracker app, launched by the NHS.
- Assist the Project Coordinator with the implementation of a reward incentive for clients engaging in walking activities.
- Support the Project Coordinator with marketing/publicity & external representation of the walking project.

General Responsibilities of all staff members

- To ensure that all administration protocols and procedures are efficiently undertaken.
- To attend supervision sessions & other meetings as required by the CEO.
- Maintain a commitment to professional development through a combination of both formal and informal methods, including attendance at mandatory training and meetings as directed.
- Uphold the highest standards of personal conduct in all matters relating to the role, working within all policies and procedures of AUKSG.

Other Duties

This job description is intended as a guide to the general duties required of the post. The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Requirements of the Post

The nature of this post will require:

- Regular travel; therefore, a requirement will be access to and the use of a reliable vehicle with Business Insurance. Car mileage will be paid at the prevailing HMRC-approved rate (currently 45p per mile.)
- Lone working; therefore, the advice and guidance of Age UK South Gloucestershire must be followed.
- An ability to physically carry out walks of around 1 mile in a variety of locations and conditions.
- The flexibility for attendance at occasional meetings and events outside of any agreed working pattern, including evenings and weekends for which time off in lieu will be given. All evening or weekend work will usually be agreed upon with plenty of prior notice.

Disclosure and Barring Service (DBS)

This post is subject to a satisfactory Enhanced Disclosure and Barring Service check, which will disclose all relevant cautions, reprimands and warnings as well as convictions. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to the Chief Executive Officer. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment or disciplinary action.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the organisation's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality

All employees are expected to respect confidentiality in relation to Age UK South Gloucestershire business, client and service user data.

Person Specification

Essential Criteria

- An enthusiasm for and understanding of the importance of walking for health.
- Excellent interpersonal communication skills and a range of written communication skills for a variety of audiences and purposes.
- The ability to motivate and engage a group.
- A good level of IT skills, including using Microsoft Office packages such as Word, Excel, PowerPoint and Outlook.
- Sound administration and personal organisational skills.
- A good level of numeracy.
- Ability to use initiative and work independently, but also to work cooperatively as part of a team.
- Understanding of confidentiality and the ability to handle sensitive information.
- Good presentation skills.
- Ability to work creatively and flexibly, with patience and adapt to changing needs.
- A commitment to promoting and supporting equality, diversity and inclusion, with an open-minded approach to individuals, avoiding judgement and stereotyping.
- A commitment to the aims and objectives of AUKSG.
- Willingness and ability to travel as required (The nature of this post will require regular travel throughout South Gloucestershire and occasionally further afield; therefore, access to and the use of a reliable car is essential).

Desirable Criteria

- Knowledge and understanding of the Live Longer Better programme.
- Experience of working with older people.
- A working knowledge of risk assessments.