



Your local  
neighbourhood  
network scheme  
for Older People

## **JOB DESCRIPTION: COMMUNITY BUILDER**

**Hours:** 37 hours

**Grade:** Scp 23, £26,999

**Leave:** 28 days plus statutory bank holidays (pro rata)

**Employing Body:** Bramley Elderly Action (BEA)

**Line Manager:** Services and Development Manager

**Duration of post:** funded by the Community Fund until 31<sup>st</sup> June 2021

**BEA's Mission statement:** To provide support, motivation and opportunities for older people and to promote the value of older people in the community.

**Purpose of the job:** To be the worker that delivers / monitors / evaluates / develops a project, that aims to strengthen the local community by recruiting lonely / isolated older people, to volunteer and join local community organisations / activities (including OWLS). OWLS is managed by BEA

### **Key Tasks:**

1. To recruit lonely / isolated elders and provide initial support for them to volunteer / join community organisations / activities
2. To proactively match older people with opportunities to improve their community and in doing so their companionship.
3. To identify people's needs and then persuade them to address those needs through the project
4. To spend at least 60% of your time out in the community, getting to know the people, businesses and services that exist, and to build links and relationships.
5. To effectively and efficiently deliver all aspects of the project including monitoring, evaluation, development and exit strategy
6. To share progress and learning from the project, both internally and externally
7. To ensure the safeguarding needs of project participants are met
8. To work collaboratively with BEA staff, partners and other adult social care services
9. Good written communication and project management skills in order to forward plan, manage a project budget, produce quality reports, articles, case studies and workshops
10. To help deliver the project's marketing campaign including attending suitable events

### **General Requirements:**

- To work in co-operation with all staff and the Board.
- Refer on to allied services as appropriate
- To provide appropriate cover for other staff at times of sickness, holiday or crisis.
- To represent OWLS at public meetings.
- To receive managerial supervision, attending one-to-one meetings and team meetings
- To help identify and undertake agreed training.
- To recognise and work within the agreed policies and procedures of the organisation.
- To maintain a positive attitude to combat oppression and discrimination on any grounds

- A commitment to community development
- Action and meet the organisation's values and ensure our standards are of the highest quality.
- To be a positive team member, contributing to a well run team-working environment through input of new ideas, support of colleagues and excellent internal communications skills.
- To raise awareness of OWLS and encourage people to become members / volunteer
- To work with and supervise volunteers
- Contribute to creating a welcoming, safe and efficient environment

No job description can be entirely comprehensive and the job holder will be expected to carry out such other duties as may be required from time to time and which are broadly consistent with the job description and status of the post within the organization.

## PERSON SPECIFICATION

Bramley Elderly Action aims to provide high quality services adhering to principles of best practice and in line with our vision, mission and values. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

We expect all employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact

<b>Essential</b>	<b>Desirable</b>
Proven experience of delivering projects, including monitoring and evaluation	Appropriate training e.g. community development, needs assessment, customer relations, safeguarding.
Excellent people skills	Appropriate soft sales experience
Ability to recruit, lonely / isolated older people	Experience of living and/ or working in Headingley / Burley / Kirkstall / Hyde Park / Little Woodhouse
Enthusiasm for learning and sharing that learning	Knowledge of the locality and local organisations / activities
Experience of working with and supervising volunteers	Experience of managing volunteers
Full UK driving licence or suitable alternative transport method in place	Knowledge of issues faced by and sensitivity to the challenges elders face
Proven capabilities of using IT systems such as PC, mobile phone, office software	Experience of delivering community events.
Knowledge of safeguarding issues relating to older people	Current DBS in place
Ability to work proactively and independently, as well as within a team	Ability to represent the organisation at meetings and other community events