

Southend Association of Voluntary Services

Job Description

Post title: Turning Tides Team Leader (Folk like Us)
Responsible to: Turning Tides Manager
Salary: NJC Point 25 currently £22,658 per annum (pro rata)
Hours: 18.5 hours per week (to be worked over 2.5 days)
(includes occasional evening & weekend working)
Location: SAVS Centre, 29-31 Alexandra St, Southend-on-Sea
Fixed Term Contract until 31st March 2021

Purpose of Post:

- (i) To promote and deliver the Folk like Us Project
- (ii) To support the delivery of SAVS Hub and Allotment Hub
- (iii) To support isolated members to connect with community

Principal Duties

- To promote the 'Folk like Us project across central Southend.
- To run Information Hub and support elderly people to access services.
- Plan and organise info sessions at Information Hub and community events.
- Build self-esteem, self-confidence, in members and bridge them into services.
- To work with isolated elderly people to help them identify their own outcomes and monitor their progress.
- Support the delivery of quarterly Connect Events.
- To guide and signpost elderly people and encourage new membership.
- Liaise with all relevant agencies working within Southend. Meet with community organisations and all key agencies (Age Concern, Club 50+, Fire, Ambulance etc...) to ensure awareness and promotion of project.
- To attend networking meetings with other Team Leaders and SAVS staff
- To provide reports and monitoring information as required by SAVS.

Additional Responsibilities

- To ensure the safety and welfare of all elderly people at all times.
- To be aware and report any concerns relating to the welfare of the elderly people.

Additional Information

The post holder will be required to have a flexible attitude towards working hours, including weekends and evenings. There is a dress code for this role (part of which is supplied).

Full clean driving licence essential.

Lone working will be required in this role.

The appointment to this post will be conditional on the results of an Enhanced Disclosure and Barring Service check.

Southend Association of Voluntary Services Person Specification

Post Title: Turning Tides Team Leader (Elderly People)

Skills, Knowledge, and Experience

The ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

Attributes	Essential	Desirable
Relevant Experience	Experience of working with older people and an understanding of their needs.	
	Experience of developing a rapport with older people to encourage a relationship of trust	
	Experience of developing and delivering community based initiatives	
	Experience of empowering and supporting local people to play an active role in the community	
	Experience of monitoring and evaluating outcomes of community based initiatives	
	Experience of communicating with people from diverse backgrounds	
	Experience of managing volunteers and ensuring that good practise and legislation is in place and followed	
Skills & Knowledge	Good working knowledge of voluntary and community services available to older people in Southend	
	Proven ability to develop networks and relationships across all sectors	
	Ability to gather relevant information and data and input into database	
	Experience of using Microsoft Office suite	
	Educated to GCSE A-C in Maths and English	
	Knowledge and understanding of health and safety, risk assessment, volunteering and the law	

	Effective organisational and time management skills	
Personal Attributes	Proactive self motivated individual with a positive “can do” attitude	
	Ability to work as part of a team	
	Ability to remain calm in difficult circumstances and demonstrate initiative and have the ability to think through problems	
	Full clean driving licence	

Additional Responsibilities

- To ensure that there is no compromise in the health and safety of others and themselves in the workplace.
- To uphold safe and efficient working policies and practices, undertake supervision and training and respect and progress equal opportunities.
- To maintain records, and compile monitoring data as requested.