

## Embracing Age Project Co-ordinator Job Description

<b>Job Title</b>	Project Co-ordinator
<b>Location</b>	Working from home
<b>Responsible to</b>	Director
<b>Hours of Work</b>	15 hours a week, flexible working
<b>Salary</b>	£10,140 per annum (FTE £27,040)

### Background

Embracing Age is a Christian charity working towards a world where older people are valued, connected and full of hope. Our main areas of focus are befriending care home residents, supporting informal carers and equipping churches in their ministry amongst older people. We have area wide projects in the London Borough of Richmond and on the Isle of Wight. We are now looking to start a new area wide project in the Hampshire and / or West Sussex area.

### Main purpose of job

The Project Co-ordinator is responsible for pioneering and managing Embracing Age in the new area. This will involve building relationships with local care homes, and getting support from local churches, and other stakeholders, such as voluntary sector organisations. It will also involve recruiting volunteers, carrying out necessary background checks, organising their training, placing them in local care homes and providing them with ongoing support.

### Main Duties and Responsibilities

1. Build relationships with local care homes.
2. Co-ordinate community projects such as card making, that help to build connections with the care homes.
3. Recruit volunteers to spend time with residents, and for other support roles.
4. Interview potential volunteers and obtain references and DBS clearance (where needed).
5. Organise the training of volunteers before they start their role and identify and organise further training as needed, or signpost to training opportunities from other organisations
6. Match volunteers with a local care home and ensure they receive an appropriate introduction to and induction by the care home manager or designated member of staff.

7. Ensure all necessary forms are completed for 16-18 year old volunteers and accompany them on their first visit to the care home to meet the manager.
8. Provide each volunteer with an ID badge and ensure they know it needs to be worn within the care home environment.
9. Lead and motivate volunteers, encouraging and supporting them in their roles and rewarding and recognising their contributions.
10. Monitor volunteer activities, maintaining accurate records and administration (including expense claims, incident reports and so on), keeping the volunteer database up to date, and providing reports as required.
11. Manage referrals for volunteers for specific residents, liaising with the individuals who have referred them (this may be relatives, managers, social services etc.) to keep them updated.
12. Monitoring and evaluating projects, using tried and tested tools.
13. Commit to pray regularly for the work of Embracing Age and encourage churches to support us in prayer.
14. Ensure all volunteers are treated in accordance with Embracing Age's Equal Opportunities Policy.
15. Comply with all Embracing Age policies and procedures at all times.

The responsibilities outlined above do not represent a full list of tasks that the post holder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected.

There is an occupational requirement under the Equality Act 2010 that the post holder is a professing and practising Christian. The post holder will be expected to carry out their duties within the ethos of Embracing Age.

The appointment will initially be for a term of one year; renewable by discussion subject to funding. Three months probationary period.

## Who you are

You will demonstrate the following essential criteria for this role:

### Competency

- Excellent verbal and written communication and interpersonal skills
- Initiative and the ability to pioneer a new project
- Ability to work independently and remotely, as well as part of a team.
- Excellent people skills
- The ability to engage with a range of stakeholders.
- The ability to engage, support and come alongside volunteers
- IT skills to an intermediate level, including G suite applications and an ability to quickly learn and adapt to new systems, and applications.

### Character

- Ability to work effectively under pressure, and manage time efficiently
- Responsible and mature outlook

- Emotional intelligence, discretion, integrity – ability to build confidence and trust
- A positive and professional approach, both internally and externally
- Willingness to work flexibly - some evening and weekend work may be required.

### Calling

- A compassion for older people and an understanding of the heart of God towards them.
- A heart to pray for this ministry

### In addition, it would be beneficial, but not essential for you to demonstrate the following:

- knowledge and experience of CRM databases. You will be using a CRM system in this role, so if you do not have knowledge and experience of one you will need to have the confidence to learn. Training will be provided.
- An understanding of a care home environment and the needs of both residents and staff.

Enhanced disclosure information will be requested from the DBS in the event of a successful application.

## Working for Embracing Age

We are a small, friendly team who support each other, and get a huge amount of satisfaction from our work. You'll have a full induction and training for the role, as well as ongoing fortnightly supervision meetings with your line manager and other training opportunities as they arise. We hold fortnightly staff meetings over zoom on a Tuesday morning where we share news and pray together.

We all work flexible hours and value the importance of a good work / life balance.

## How to Apply:

Please complete our online application form by clicking on the link below:

[Application Form](#)

Closing Date 29th July 2022

If you would like to have an informal chat about the role please email [tina@embracingage.org.uk](mailto:tina@embracingage.org.uk) to organise a convenient time.