

## Care Home Friends National Co-ordinator

### Job Description

<b>Job Title</b>	Care Home Friends National Co-ordinator
<b>Location</b>	Working from home with some travel within the UK
<b>Responsible to</b>	Director
<b>Hours of Work</b>	15 hours a week, flexible working. One year fixed contract with possibility of extending, subject to funding.
<b>Salary</b>	£11,700 p.a. [£29,250 p.a. (FTE)]

### Background

Care Home Friends was set up in 2015 in the London Borough of Richmond to tackle the loneliness and isolation of care home residents. In 2016 Care Home Friends won the Cinnamon Project Lab which is a national competition to find local, church-based social action projects that have a deep vision to develop their model so that churches in other parts of the country can replicate it. Our vision is simple: there are 17,500 care homes across the UK and over 50,000 churches. We want to see each care home adopted by a local church with trained volunteers spending time and building friendship with residents. We have begun that process of replication and are now looking for a National Co-ordinator to develop it further.

### Main purpose of job

The national co-ordinator will help to replicate care home friends nationally, through churches adopting their local care home, and support new projects.

### Main Duties and Responsibilities

- Supporting the Director and Board to develop a strategy to publicise Care Home Friends widely to local churches and Christians, in order to generate new interest leads.
- Following up those who express interest, organising an information session in their church, and publicising the information session to other churches and interested people in the area.
- Following up those who attend the information session and organising a training day for those who would like to start a project.

- Setting up the administrative framework for new projects and sharing Care Home Friend resources with them.
- Ongoing support and monitoring of projects - ensuring they are following the CHF charter, recording their time sheets and carrying out an annual evaluation. The post holder will be expected to carry out their duties within the ethos of Embracing Age.
- Finding innovative and creative ways to keep projects engaged with Embracing Age and connecting with each other.
- Ensuring the Care Home Friends website is up to date with news of upcoming events and new replications.
- Ensuring the Care Home Friends database is kept up to date with new leads, opportunities and projects.
- Managing expenditure from the national Care Home Friends budget within delegated authorised levels.

This is a new role and the outlined above does 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 practicing 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 skills and interpersonal skills
- Ability to work independently and remotely, as well as part of a team.
- An understanding of a care home environment and the needs of both residents and staff.
- A strong mix of task and people skills
- An understanding of church organisational structures and the motivation Christians have for social action
- The ability to engage and support volunteers
- IT skills to an intermediate level, including Microsoft word and Excel, or G suite applications
- Ability to influence and communicate to a wide range of people in an inspirational way
- Outward-looking and responsive to new opportunities
- Ability to research information on the internet.
- Ability to network and build strategic relationships

## Character

- Ability work effectively under pressure, managing multiple projects to meet deadlines
- Responsible and mature outlook
- Resilient under pressure and when facing challenges
- Emotional intelligence, discretion, integrity – ability to build confidence and trust
- A positive and professional approach, both internally and externally

## Calling

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

## Chemistry

- Personal chemistry with Embracing Age staff
- Willingness to work flexibly

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

- marketing experience
- knowledge of CRM databases
- strong networks/connections within the UK Christian community.

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

**An application form is available on our website. Please email your completed application form to [tina@embracingage.org.uk](mailto:tina@embracingage.org.uk)**

**Deadline for applications: 8th December 2017**