


Sessional Over 55s Support Worker (Part Time) - Job Description

Sessional Over 55s Support Worker	
Post	Support Worker - Over 55s (Part time, sessional)
Hours	Weds - 9am to 3pm Thurs - 9am to 3pm Fri - 9am to 3pm Some evening and weekend hours will be necessary as dictated by activities and events programmed. When needed the core hours will be adjusted.
Contract Start Date	Temporary Fixed Term Contract - 12 months (possible continuation of 12 months depending on funding) As soon as possible
Main purpose & scope of the Post	<ul style="list-style-type: none"> • To support the development and delivery of older people's community activities and support services by working with the Dragon Hall Trust Community Development Manager and the local community to create a vibrant blend of activities that meet the needs of local older people. • To deliver specific projects, programmes and services in accordance with Dragon Hall's policies and procedures in different delivery venues in Covent Garden & Holborn and in other locations depending on partnerships • To safeguard the welfare of vulnerable adults who access Dragon Hall's Over 55s provision.
Payment	£19,747 - £20,020 per year pro rata for 18 hours
Annual Leave	Pro rata 20 days plus bank holidays
Responsible to	Community Development Manager

We are looking for an enthusiastic part time worker to support our Community Development Manager in the delivery of activities, events and support projects for the Over 55s. You will have demonstrable hands-on experience of delivering and promoting activities and services to improve people's health and well-being and community connections. You will relish overcoming challenges and making the most of opportunities, and enjoy one-to-one work with older people. Good all-round computer skills are essential, the ability to quickly learn new systems, maximise the benefits and to train other people if needed. You will have good writing and reporting skills. You will have an eye for detail, a flexible attitude and enjoy supporting older people on trips to gardens, theatre, galleries, concerts and canal trips etc. You will have experience in maintaining relationships with other service providers, partner organisations and volunteers, and will also have the ability to be active on social media.

Key Tasks will Include:

- Work under the direction of the Community Development Manager to deliver activities to the Over 55s in local community venues
- Set up, prepare and take down the equipment, furniture and any technology needed to deliver the various events and activities for the Over 55s
- Take registers of attendance at activities. Ensure sign-up procedure is followed for new users and update information on existing users
- Supporting the Dragon Hall Trust youth team, under the direction of the Community Development Manager, to deliver intergenerational activities to give older and young people the opportunity to share skills and experience
- Working with and supporting volunteers where needed
- Actively promoting existing activities for older people within the local area as well as helping the Community Development Manager to develop new activities
- Promote the activities on social media - including twitter and facebook.
- Enter data, registers and other information into the established database, run reports and prepare data for analysis
- Supporting groups on trips and events externally to the local community venues, some taking place on evenings and weekends
- Providing written updates and reports to the Community Development Manager in order to ensure that agreed outcomes are delivered, monitoring completed and evaluations are kept up to date
- Get to know the local areas well; map the activities relevant for older people currently taking place.
- Support the activities that older people want and assist in the delivery of workshops, taster events, focus groups, questionnaires and other methods of local consultation.
- Work with colleagues, individuals and groups to promote the health and well being of older people
- Support the development of a network of volunteers who will help to deliver the vision and purpose locally.
- Represent the work positively, actively supporting all such related activity, and attending appropriate meetings and forums if required.

Other Duties: To carry out other duties that may be required as part of a successful programme delivery. All staff are ambassadors for the Covent Garden Dragon Hall Trust and as such may be required from time to time to assist managers and fundraising in the promotion of its work.

Location: The post is based at Dragon Hall, 17 Stukeley St, WC2B 5LT. Work will also involve offsite activities at partner venues including 7 Dials Club at Covent Garden Community Centre, 42 Earlham Street, WC2H 9LA and The Phoenix Garden, 21 Stacey Street, WC2H 8DG and trips to other locations

Diversity & Equality: The Covent Garden Dragon Hall Trust is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. It is the responsibility of every member of staff to ensure the practical application of this policy.

Safeguarding the welfare of children and young people: Dragon Hall is committed to safeguarding the welfare of children and young people at all times. As such, staff are expected to work in accordance with Dragon Hall's policies and procedures regarding child protection, risk assessment and health & safety, as

well as relevant legislation and best practice. This will include attending annual Child Protection training, alongside any other relevant development opportunities, as agreed with Line Manager.

Enhanced DBS Check: All Dragon Hall staff are required to undertake an enhanced DBS check. This check will be reviewed every three years.

Health and Safety Under the Health and Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties.

How to apply for this position: Please send your CV and a covering letter highlighting your experience and skills relevant to this position. Please send your CV & Covering Letter to director@dragonhall.org.uk

Data Protection: By applying for this role and sending your covering letter & CV you consent to Covent Garden Dragon Hall Trust using and keeping information about you or by third parties, e.g. referees relating to your application or future employment. This information will be used solely in the recruitment process. For unsuccessful candidates the information will be destroyed within 6 months unless you have consented to extend this period. **Closing Date for Applications: 2nd July 2021, 11.30pm.**

Interview: Successful applicants will be called to interview. The second part involves a panel interview, which will include at least one older person.

Induction: The post holder will take part in Dragon Hall's induction process for new staff, outlining the role and responsibilities in greater detail, alongside managerial supervision, annual appraisal meetings and professional development/ training opportunities.

Probation This post includes a 3 month probationary period, at which point Dragon Hall will review the staff member's work, recommending extension of probation period or failure to complete probation.

Monitoring and Evaluation The Community Development Manager will be the line manager offering advice and support. Regular records will be made by the post holder which will be used in evaluating your work. The Community Development Manager will carry out regular supervision sessions with an appraisal after a satisfactory three month probationary period and annual appraisals thereafter. The job description will be subject to regular review.

Activities Assistant Older People (Part Time) - Person Specification

Skill: E = Essential, D = Desirable

Criteria	E/D
Work Experience	
Experience of working with over 55s and the development of good practice	E
Experience of working in the VCS / charity sector	D
Experience of working with volunteers	E

Experience of working effectively on own and as a team	E
Experience of data entry, social media and evaluation / report writing	E
Qualifications/ Knowledge	
Knowledge and understanding of the needs of older people	E
Principles of equal opportunities and a commitment to implementing them	E
Skills and Abilities	
Excellent verbal and written communication skills required to build effective working relationships with people at all levels inside and outside the organisation	E
Ability to use initiative in resolving problems	E
Good organisational skills and the ability to plan, prioritise and complete tasks on schedule	E
Good Presentation Skills	E
Good IT Skills and Experience using Google Docs	E
Ability to develop rapport quickly with older people and build supportive and enabling relationships.	E
Commitment to personal development and further training	E
A knowledge of Vulnerable Adult Protection, Safeguarding and Risk Assessment (training given)	D
Encourage and motivate older people to form positive relationships	E
Able to work on evenings or at weekends	E
An understanding of Health and Safety issues	E