



Bramley Lawn Support Worker



Job Description

Hours: 7.5 hours a week (Saturdays)

Grade: £17,173 (pro rata), NJC Scale 2

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

Employing Body: Bramley Elderly Action (BEA) and responsible to BEA's Board

Responsible to: BEA Activities Coordinator

Responsible for: Training and supporting volunteers

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 help reduce social isolation and improve health and happiness amongst older men through Bramley Lawn's Men's Day.

To help make Bramley Lawn friendly and innovative.

To deliver sessions and support for Men's Day at Bramley Lawn.

Responsibilities:

- To facilitate and deliver social, health-based and creative/learning activities for older men.
- To lead sessions and supervise others to deliver sessions.
- Assist and escort attendees to and from their homes as required.
- To review and implement new activities within Men's Day as required.
- To maintain professional relationships with third sector organisation's, health and social care professionals.
- To undertake administrative and financial tasks and responsibilities as needed including the use of BEA's email and IT systems.
- To receive appropriate professional training and support agreed through the supervision and appraisal process.
- To supervise with preparing/organising food and refreshments.
- To supervise volunteers and assist with their training.
- Be a key holder and maintain Bramley Lawn as a clean, friendly, safe space.
- Help to promote our activities and support older men to attend them.
- Drive the minibus if required (full training provided).

General Requirements:

- Work in co-operation with all BEA / OWLS staff, partners, volunteers and the Board.
- Undertake general office administration duties as necessary.
- To provide appropriate cover for other staff at times of sickness, holiday or crisis.
- To receive managerial supervision, attending one-to-one meetings, an Annual Appraisal and team meetings as required.
- To help identify and undertake agreed training.
- To recognise and work within the agreed policies and procedures of the organisation.
- To work within an equal opportunities framework.
- A commitment to community development.
- Action and meet BEA’s values.
- To contribute to a well-run team-working environment through input of new ideas, support of colleagues and excellent internal communications skills.
- To act as a positive and proactive ambassador advocating for BEA.
- To assist in any other areas that may be required.

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 with the organisation.

Essential	Desirable
Experience of working with vulnerable people and good interpersonal skills.	Full driving licence. MIDAS minibus driving certificate.
Knowledge of the issues older people face.	Experience within a community or adult-learning related environment.
Knowledge of safeguarding and confidentiality.	Experience devising and delivering group activities.
Ability to work in a team and supervise people.	Safeguarding training, 1st Aid training and DBS.
Good standard of IT literacy (email, database, word and excel).	Knowledge of the health and social care system.
Able to work on own initiative.	Knowledge of the local area, community groups and services available to older people.
Committed to improving the work delivered.	