

## **BELLE ISLE SENIOR ACTION - BISA**

### **Job Description - Project Worker (Social Contact)**

**Hours:** 37 hours per week

**Grade:** Scale Point 9, £20,344

**Leave:** 28 days plus statutory bank holidays

**Employing Body:** Belle Isle Senior Action – (BISA)

**Line Manager:** Project Manager

The function of this post is to ensure that the services of Belle Isle Senior Action (BISA) are provided in accordance with the aims and objectives of the organisation and that the Trustees and volunteers are supported to that end. The hours of work are 37 per week, which may include evening and weekend work. The employer is Belle Isle Senior Action - BISA. You are responsible to the Project Manager who is your Line Manager and ultimately to the Chair of Belle Isle Senior Action.

#### **Duties and responsibilities**

1. To Identify and assess problems of social isolation with older people in the Belle Isle area of Leeds and take appropriate action to address those problems by providing stimulating social activities and educational opportunities using the resources of the organisation.
2. To establish support, social, recreational and educational services within the Belle Isle area for older people, organise trips, holidays and outings for all clients wishing to participate. Ensure a range of interesting social activities are offered at the 59 Social Centre for Older People.
3. To give day to day support to the 59 Centre Worker as required.
4. Provide cover for the 59 Centre Worker in their absence. Performing all the duties of the worker including driving the organisations minibus, and carrying out safety checks on the vehicle.
5. Provide cover for the Project Manager in their absence.
6. Take a lead role in organising events which the organisation will host in support of its work in the community.
7. Develop health promotion activities.
8. Support older people who are unable to get out of the house by developing the '*Befriending at Home*' service.

9. Promote the aims and objectives of BISA and assist in the maintenance and development of the organisation.
10. Recruit, train, support and supervise the Volunteers and other BISA support workers.
11. Promote the work of BISA and maintain a profile in citywide initiatives as necessary. Present the work of the organisation to members and the public and funders and agencies at events held by the organisation
12. Ensure that liaison and consultation with Service Users is an integral part of the work of the organisation and to encourage and extend local involvement in the running of BISA.
13. To assist in the formation and review of policies and procedures. To comply with, the policies and procedures of the organisation.
14. To assist with the monitoring and evaluation of the charity.
15. Respond to general enquiries telephone calls emergency requests for assistance and correspondence enquiries.
16. Implement a fundraising strategy and activities to raise funds for the organisation and in particular for social activities.
17. Ensure that established financial systems are followed for the 59 Centre which protect the organisations and members funds.
18. Undertake any duties or tasks reasonably asked of you by the organisation and appropriate to the post.

### **PERSON SPECIFICATION**

BISA aims to provide high quality services adhering to principles of best practice and in line with our aims and objectives. 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.

<b>Essential</b>	<b>Desirable</b>
Proven experience of delivering projects, including monitoring and evaluation.	Appropriate training e.g. community development, needs assessment, customer relations, safeguarding.
Excellent people skills.	Appropriate soft sales experience.
Ability to recruit, lonely / isolated older	Experience of living and/ or working in Belle Isle.

people.	
Enthusiasm for learning and sharing that learning.	Knowledge of the locality and local organisations / activities.
Experience of working with and supervising volunteers.	Experience of managing volunteers.
Full UK driving license. Able to drive a minibus and / or undertake and pass training to so do.	Knowledge of issues faced by and sensitivity to the challenges elders face.
Proven capabilities of using IT systems such as PC, mobile phone, office software and Social Media.	Experience of delivering community events.
Knowledge of safeguarding issues relating to older people.	Current DBS in place.
Ability to work proactively and independently, as well as within a team.	Ability to represent the organisation at meetings and other community events.