

CIRCLE PROJECT OFFICER JOB DESCRIPTION

Reports to: Circle Manager

Contract: Two year fixed term initially

Salary: £22,500k (plus 3% pension contribution)

Working hours: Full-time

Job Summary:

To work with the Circle Manager and Haringey Over 50s Forum to promote and develop the Haringey Circle and facilitate a wide range of inclusive social activities across the Borough. In developing Haringey Circle to draw on the wealth of experience and knowledge held by members of the HO50s and encourage membership and development of that organisation. To effectively manage and work with volunteers as required to meet the performance and quality targets and help to ensure all key stakeholders are aware of Haringey Circle and the benefits it can bring to older people.

Main duties:

1. To work with the Circle Manager to develop the membership of the Haringey Circle and ensure that members represent the diverse communities of Haringey.
2. To work closely with the HO50's to develop their membership and support their development as an organisation.
3. To manage and work with volunteers as required and develop their role in the Project.
4. To liaise with the Community Connectors for the eight sectors of Haringey to develop Circles in their localities.
5. To help to facilitate and promote new Circles where there are individuals and existing contacts with like interests.
6. To help to develop new offers for older people in response to their requests for social and community activities or support to remain independent
7. To utilise the Circle CRM for recording all relevant information relating to individual members, activities and other services offered.
8. To assist in producing the monthly social activity schedule and making it available to all members.
9. To provide regular reports to the Circle Manager as required.
10. To assist in the promotion of Circle activity along with HO50s in the media in Haringey, including social media as appropriate.
11. To work with local retail and other organisations providing services or goods in the borough which may sponsor or support activities in kind or financially.
12. To be responsible for the collection of income, including cash, at events and for ensuring all income is accounted for.
13. To undertake any other tasks as required to achieve the Project's objectives.

Person Specification:

Education

1. Higher education or equivalent in accredited qualification from work experience: Desirable

Knowledge

2. Knowledge of the challenges facing many older people in fulfilling a satisfying life: Essential
3. Understanding what 'wellbeing' means in relation to older people: Desirable
4. Some understanding the implications of diversity, BAME and LGBT, in the population for support and service needs: Essential
5. Basic knowledge of data protection legislation, and rights of confidentiality: Desirable
6. Knowledge of the community and voluntary sector organisations in Haringey or in a comparable environment: Desirable
7. Fluency in a relevant second language: Desirable
8. How to identify and engage with older people who are socially isolated: Essential

Skills

9. Good inter-personal skills and the ability to empathise with older people including good listening skills: Essential
10. Good verbal and written communication skills: Essential
11. Good I.T. skills and the ability to work with data bases, a CRM system and basic DTP: Essential
12. Ability to work in a collegiate way with colleagues in partner agencies: Essential
13. Good organisational and time management skills: Essential
14. Ability to be pro-active in putting people and opportunities together in creating local networks or arranged activities: Essential

Experience

15. Working in a multi-cultural, diverse urban environment: Essential
16. Programme / Project management in a community setting: Desirable
17. Working with older people in a community setting: Desirable
18. Working with other agencies: Desirable

Personal qualities

Passionate about improving the wellbeing of older people
Warmth and understanding
Good team player
Outgoing and energetic

Other

Able to work flexibly on evenings and weekends as necessary.