

Time & Talents

Neighbourhood Care and Older Adults' Activities Officer

Do you care deeply about the welfare of older adults?

Do you have experience in social care or working with people with a wide variety of needs and abilities?

Are you an experienced, highly organised and creative groups facilitator?

If you answered yes to all of the above, this could be the role for you!

We're looking for an experienced and skilled individual who will deliver a package of support, including one to one home assessments and running group activities, to help reduce loneliness, improve health and wellbeing and increase older people and their carer's opportunities to connect to their local community.

What we do

Time & Talents is a lively, busy community centre in the heart of Rotherhithe, SE16. Set in a leafy heritage building, and 'T&T2', our second venue in Surrey Quays Shopping Centre, we offer something for everyone. With a history of 133 years of supporting people of all ages in Rotherhithe and Bermondsey, we bring people together for mutual support, fun and friendship, with a wide range of services and activities for older people and other adults, along with volunteering and children and families' projects.

We work with around 400 older people and their carers a year, many of whom are very frail and elderly. Sadly, though they very often get left out: their friendships and networks disappear, family and friends move away, and they end up very lonely and isolated. Once that happens, mental and physical illness too often follow. We believe that surrounding older people with a welcoming, nurturing community, is vital to improving and maintaining their wellbeing. We also know they want to thrive, create, feel a sense of purpose, and continue living their lives to the full, for their whole lives.

In response to this we offer one to one support and case-working, befriending, and an exciting programme of social and support groups with fully escorted transport. We also run fun events and intergenerational activities to bring the whole community together. From reminiscence, art, music, and health and wellbeing advice, to outings and new and exciting experiences, no two days are the same.

The role

In this role, you'll deliver some of our existing groups, including our Happy Mondays group, Friday Social Club and a lively Stroke Club. With the support of volunteers and community members, you'll coordinate other smaller peer-led and tutor-led groups (from exercise classes to a mental health support group for older women). You will also take responsibility for a new caseload of referrals and carry out home assessments on clients to identify their individual needs. Working closely with health, adult social care, housing departments and voluntary sector organisations, as well as liaising with referees, you will work hard to ensure clients' and their carers needs are met, providing help with anything from applying for making adaptations in the home to supporting them to get involved in one of our many groups or projects.

A key part of the role is involving older adults and carers themselves in the delivery of the programme as volunteers, and involving people of all ages and backgrounds from the local community - from NHS health professionals to local artists and students. You will also need to build

individual relationships of trust with older participants, and work closely with our Neighbourhood Care Coordinator and Older People's Programme Manager to ensure we take a joined-up approach to caring for individuals.

About you

The role needs someone creative, energetic, passionate, but importantly, also highly organised. You must be as comfortable making sure a minibus schedule is up to date, as you are delivering craft activities or quizzes, or as comfortable hosting NHS professionals delivering healthcare advice, as you would be helping run an escorted visit to a local farm. You need to have lots of ideas, and be highly ambitious, but also be able to make your ideas happen.

Most of all, we need someone who cares deeply about the welfare of older people and their carers, and is able to react quickly and appropriately to emerging issues – especially to the more serious care issues we inevitably encounter. While appropriate training will be given, we are looking for candidates with some social care experience ideally.

About us

We are an energetic, experienced, and passionate team of 15, with a strong sense of shared purpose and a lively sense of humour. You'll have the chance to make a big contribution to a growing, ambitious and innovative organisation which has doubled its reach and impact in recent years.

This role is full time, with flexibility for regular evening and occasional weekend working.

Time & Talents is wholly committed to inclusion and diversity, and to building a culture and environment where everyone is appreciated for the unique person that they are. We actively encourage applications from a broad range of backgrounds and experiences.

If you would like an informal chat about the job, please email recruitment@timeandtalents.org.uk with your phone number and a suitable time for us to call.

The closing date is 09:00 on Monday 19 October.

TO APPLY: All applications to be submitted online [here](#). Send a CV and a cover letter of no more than two sides of A4, explaining why you want the job and how your experience relates to the job description and person specification.

IMPORTANT: We'll use cover letters to assess applications alongside CVs. Please ensure you take the time to include a well-written cover letter as detailed above. We won't assess applications without one.

INTERVIEWS: First round interviews will take place w/c 19 October. Shortlisted candidates will be invited to a second interview the following week.

Coronavirus/COVID-19: the safety and wellbeing of our current and future employees remains a top priority, therefore interviews will be conducted remotely by video if necessary.

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Job Description and Person Specification

Purpose of the role

To provide, through strength-based assessment of individual needs, a package of support to help reduce loneliness, improve health and wellbeing and increase older people's opportunities to connect to their local community.

To plan and deliver groups for older people in the local area that reduce social isolation and improve mental and physical wellbeing.

Reports to: Older People's Programme Manager

Salary: £23,000 - £25,000 per annum

Hours: 37.5 hours weekly

Annual Leave entitlement: 25 days plus bank holidays

Pension: Matched contribution up to 5%

Term: Permanent

Probation: 6 months

Key responsibilities

- To plan and deliver groups for older people and carers, and to develop new groups and one-off events as appropriate
- To process and assess new referrals as part of our outreach neighbourhood care service
- Carry out home visits to clients to assess their individual needs
- Write comprehensive assessments and agreed action plans with the clients
- To ensure older people are well looked-after, and receive a good standard of appropriate care relating to groups, with the support of the minibuss escort and care assistant
- To develop and maintain knowledge and expertise relating to older people, from medical and social care to local issues and needs
- To support and lead volunteers to help deliver activities
- Close liaison with the Befriending and Volunteering Coordinator in making appropriate match for a befriending service.
- Working closely with health, adult social care, housing departments and voluntary sector organisations as well as liaising with referees
- To promote the activities within and outside the organisation, and to liaise with other organisational and individual partners, such as other *Ageing Well Southwark – Support for Seniors & Carers* partners, the local authority, and the NHS
- To ensure older people and carers are empowered, and at the heart of everything we do, and able to steer their own activities
- Working with the Neighbourhood Care Coordinator to ensure that individual issues are followed up and delivering some one-to-one support where appropriate.
- To administrate the programmes, maintain records, and contribute to the wider activities of Time & Talents such as events and fundraising
- To support the Older People's Programme Manager with producing monitoring and evaluation reports for funders
- To participate in development of partnerships, and fundraising activities where appropriate, in conjunction with the Older People's Programme Manager

Additional Requirements

- Attend staff meetings, work proactively with the team, and contribute to the wider activities of the organisation
- To work with other staff on ad hoc projects and activities relating to your work
- Any other activities as deemed appropriate by the line manager
- Undertaking general tasks at the request of the line manager in order to maximise the smooth running of the charity and its work
- Providing cover for colleagues by agreement with the line manager in the event of staff sickness, leave, vacancies or other such temporary situations
- Taking appropriate responsibility under the Health and Safety at Work Acts and complying with all other Time & Talents policies
- Participation in evening and/or weekend events and meetings

Person Specification

Essential

1. Experience of working with older people, preferably with a range of levels of need
2. Experience of project managing and delivering successful programme of activities
3. Experience of social care environment and understanding the psychological, physical and social issues that may affect older people and their carers
4. Experience of facilitating groups of up to 20 people
5. Experience of developing, starting, and delivering new activities and projects
6. Experience of working with people with disabilities and sensory impairments (deafness and visual impairments)
7. Extremely high level of organisation and ability to work well with others to achieve goals
8. Excellent literacy, numeracy, and personal communication skills
9. Good IT skills with proven ability to learn new systems
10. Ability to work evenings and weekends by agreement
11. Friendly, positive and personable manner with a high level of energy
12. Ability to manage own workload

Desirable

- Professional qualification, degree or equivalent experience
- NVQ or similar in social care or related field
- Counselling, social care work or health professional background or voluntary sector in the field of elderly care.
- Knowledge of conditions relating to older people eg. mental health issues, dementia, sensory loss and long-term chronic conditions
- Experience of safeguarding protocols and practices
- Experience of supporting volunteers and peer-led projects
- Experience of working in a charity or community setting and with people of different abilities and backgrounds
- Full clean driving licence