

age
exchange



Recruitment Pack

Dear applicant,

Thank you for your interest in applying for the post of **Activities Coordinator (Lambeth)**. This pack is designed to provide you with information about the job and a flavour of working at Age Exchange. Our website is also a source of information about what we do www.age-exchange.org.uk

I joined Age Exchange, as Chief Executive five years ago and it has been the best job of my life. Seeing every day the difference we make to people's lives through the use of reminiscence and the arts is the best motivation you can get at work. Added to that I work with a wonderful team of people; staff and volunteers. Last year we joined forces with care provider Community Integrated Care and we plan for this partnership to be a time for expansion and growth for our dementia services.

We are delighted to have won a new contract to provide 10 hours a week of creative and engaging activity for people living with dementia in London Borough of Lambeth and are looking forward to working with the CCG and the Dementia Action Alliance (DAA) to enhance services for people with dementia in the borough.

Our activities include:

- The Caring Together Service to support carers and people with dementia and other long term conditions living in the community.
- Reminiscence and arts projects in residential care homes, mental health and long-stay care units within hospitals, as well as community outreach programmes. These are focused on improving wellbeing, reducing social isolation and promoting positive mental health.
- Intergenerational projects with older age and school children that enhance social and cultural cohesion.

Currently we have a staff team of 19 and over 100 volunteers. I hope you will consider joining a creative and friendly team on our journey.

Best wishes

Rebecca Packwood
Chief Executive

Our mission, goals and values

Our mission is to transform lives through reminiscence, improving health and wellbeing.

Our Goals

To reduce isolation and loneliness

To promote intergenerational understanding

To improve the quality of life and care for older people and those with dementia

To support carers to maintain their own health and wellbeing

Our Values

Age Exchange strives to be person-centred, creative, open and inclusive in all that we do. We believe these values are central to health and wellbeing.

Person-Centred

People are at the heart of everything that we do. We believe that focusing on the individual, their stories and experiences is the cornerstone of reducing loneliness and improving wellbeing.

Creative

We use the creative arts as the basis for our reminiscence work.

Open and Inclusive

We want to create an environment where everyone feels valued and included. We recognise that differences exist and thus respond to individual need.

In this pack you will find

- Details of the recruitment process
- Job description and person specification
- Age Exchange: Mission, Goals and Values
- Structure chart

The application and monitoring forms can be downloaded from our website www.age-exchange.org.uk

Recruitment Process

1. Application forms along with a supporting statement should be submitted by **5pm Tuesday 27th August 2019**.
2. Interviews will be held on **Thursday 5th September**.
3. You will be notified if you have been shortlisted for interview by Friday 30th August.

Submitting an application

To apply please complete

1. A copy of the application form, attaching a written statement in word or pdf format which outlines how you meet all the points in the person specification. You can use both paid and voluntary experience to demonstrate how you meet the criteria.
2. The Equal Opportunities Monitoring Form
3. Applications along with a completed monitoring form should be e-mailed to hello@age-exchange.org.uk

Activity Coordinator – Dementia Care Services

Job description and Person Specification

Job title:	Activity Coordinator (Lambeth)
Accountable to:	Development Officer
Salary:	£10.55 per hour
Annual Leave:	6.5 days (including bank holidays)
Contract:	Fixed term for three years
Location:	London borough of Lambeth

Terms and conditions:

This is a part time role for 5 hours a week on a fixed term contract for 3 years.

Background

With the number of people living with dementia currently estimated at 850,000 in the UK, which is expected to rise to 1 million by 2025, there is a pressing need to provide support to those individuals and their carers.

At Age Exchange we have over 35 years' experience of using reminiscence arts in the care of older people with dementia, ensuring that care is person centred and meaningful. Alongside this specialist knowledge and practice, we have been running activities for carers of people with dementia for over 7 years.

Our dementia care services have long been oversubscribed and we are delighted to be in a position to expand this work in the London borough of Lambeth, offering Lambeth residents living with dementia and their carers the opportunity to engage in meaningful, creative activities alongside others similarly placed. Our work generates lasting friendships and lots of fun.

What we are looking for

Age Exchange are seeking a part-time Activity Coordinator to support our work with people living with dementia and their carers in the London borough of Lambeth.

Role Purpose

1. To be responsible for the day to day delivery of the club, devising and coordinating a stimulating and varied programme of creative activity.
2. To coordinate, support and supervise visiting practitioners, sessional workers and volunteers.
3. To ensure the club is inclusive for people with a range of care and support needs and mitigate any barriers for those attending.

4. To identify the needs and preferences of the collective group and of individuals attending, ensuring activities are tailored to suit them.
5. To manage any risk and safeguarding issues that arise.

Key Responsibilities

The post holder will be responsible for:

- Planning, setting up and co-ordinating activity at the club, which will run for 3 years under this funding stream.
- Liaising with the Development Officer regarding new referrals.
- Keeping accurate records for all attendees and volunteers, such as registers and relevant background information.
- Ensuring practical elements are in place for the smooth running of the club, such as materials, transport and catering requirements.
- Overseeing the collection of a service charge, ensuring payments are appropriately obtained and recorded.
- Ensuring all necessary policies and procedures, such as safeguarding, are implemented and that safe practice is adhered to at all times.
- Providing support to volunteers and making effective use of their skills by delegating appropriate tasks.
- Providing the Development Officer with necessary data to assist with the evaluation and monitoring of the service.
- Other tasks required within the remit of the Activity Coordinator role.

Main Objectives

The post holder's objectives will be to:

- Ensure an interesting and wide variety of activities are planned and delivered at the club.
- Ensure all new referrals into the club are welcomed and supported to engage fully.
- Ensure positive working relationships are maintained between the Age

Exchange team and project partners and host venues.

- Ensure all activities are compliant with legal requirements and that safeguarding procedures are working effectively.
- Ensure volunteers are appropriately supported and feel valued.

Person Specification

Skills, Abilities, and Knowledge:

1. Excellent communication skills, with an ability to demonstrate inclusivity and warmth to individuals with a range of care and support needs, both on a 1-1 and group basis.
2. A good understanding of the needs of older people, particularly those living with dementia and their carers.
3. The ability to work as part of a team.
4. The ability to plan and coordinate different strands of service delivery and support.
5. The ability to evaluate client strengths and needs and respond accordingly.
6. A commitment to and understanding of equal opportunities.
7. An understanding of the need for client confidentiality and the need to comply with data protection legislation.
8. Ability to manage budgets and monitor resources and materials.
9. Knowledge of safeguarding principles and the ability to manage risk.
10. The ability to engage a group and encourage participation in meaningful activity.

Experience

1. Experience of working in a social care environment with older people
2. Experience of working with volunteers
3. Experience of activity delivery
4. Experience of facilitating a group

Age Exchange Structure Chart August 2019

