## Holborn Community Association are recruiting a Doorstep Help Project Coordinator to help vulnerable older people and build a network of volunteer support supporting them.

## Salary:

## FTE £32,905 Pay award pending for 2024/25 will increase this to FTE £33,640

## This equates to £26,324 for 28 hours pw hours (dependent on qualifications and experience) Pay award pending for 2024/25 will increase this to £26,912

## Hours: 28 hours per week - evenings likely on irregular basis/some weekend work

## Contract term: FTC 18 months (with extension subject to funding)

**How to apply**

Details of the role are advertised on our website – you can visit the page here

For an informal discussion about the role email [andrew@holborncommunity.co.uk](mailto:andrew@holborncommunity.co.uk) to arrange a conversation

Applications will be accepted using our application form only.

Applications must be submitted by 6pm Friday 15th January 2025

**Why work with us?**

Working in our Care team and within our community centre offers a unique way of working with older people. We provide support through day care for vulnerable older people, respite care and a wide ranging activity programme for older adults across a diverse range of interests and abilities.

You’ll have a chance to create and participate in a project that helps older adults make their lives better, maintain their independence and increase well-being. This is a chance to make a real difference for those older adults and help them build meaningful relationships with others across the community, helping them long term.

**What will our Doorstep Help Project Coordinator do?**

Our Doorstep Help model developed as a response to the pandemic - as was, it was a really effective way of working that helped us help a lot of older adults meet urgent needs. The needs of older adults locally look different but they are still urgent. This role will meet isolated older adults ‘where they are’, and bring our own and resources from across the community to bear on making their lives better. Alongside direct, individual work, the project coordinator will work with volunteers to create an ongoing network of support around older adults to keep them involved and integrated with the community.

To fill this position we are seeking someone who…

* Can engage with older adults in an open, accessible and inclusive way that involves them in plans to meet their needs
* Understands and and can work with referral, assessment and planning processes across health, statutory and voluntary/community sectors
* Has experience involving volunteers in ongoing, active participation in their community

**Job Description - Doorstep Help Project Coordinator**

## Purpose of the post:

## To improve the lives of older adults through individual support and leading volunteer network of befrienders.

## Reporting to:

## HCA Care Manager

## Main areas of responsibility

* To work with isolated vulnerable older adults, jointly assess needs and link them to wider resources/support.
* To recruit and manage volunteers to support vulnerable older adults on an ongoing basis

**Supporting older adults**

* Engaging with older adults in open, accessible and inclusive way(s) to build relationships of trust.
* Undertake processes around home/site visits to meet with older adults (risk assessments,
* Involve older adults in personalised planning identifying need, developing plans for support from health, statutory and voluntary/community partners and agreeing steps to take.
* Follow up on plans to assess progress, impact and action (involving older adults in process). Attend meetings relevant to the service including case conferences, staff meetings, and to represent HCA when required.
* Matching older adults with activities, placements and project volunteers as appropriate.

**Referrals**

* Assess effectiveness of referral processes on an ongoing basis ensuring good connection to wide range of partners, accessibility for community and best practice standards are met.
* Manage referrals to and from the project, assessing need, following up with referrers in timely fashion.
* Ongoing promotion of project and referral processes through local health, voluntary and community sector partners.

**Volunteers**

* Manage recruitment of volunteers through internal/external networks and in line with HCA policy and procedures.
* Lead training and induction for volunteers
* Support and supervise volunteers on an ongoing basis through individual and group supervision

**General**

* To be flexible in the provision of service on a day-to-day basis,
* Lead monitoring and evaluation of the project on an ongoing basis in line with wider organisational framework
* Engage the local community in and in joint working with other providers
* Assist with the publicity and promotion of the project and wider organisation
* Assist with all aspects of Health and Safety regulations and HCA policy, including risk assessments within the service.
* Commit to learning and development
* Undertake any other duties and responsibilities as may be required to reflect the evolving nature of the service

**subject to periodic review and may change according to the needs of HCA and its services.**

## Terms and Conditions

**Salary**:

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£26,324 for 28 hours pw hours dependent on qualifications and experience. Pay award pending for 2024/25 will increase this to £26,912

**Hours**: 28 hours per week

**Holidays**: 25 days + 8 days Bank Holidays (pro rata as applicable)   
**Pension**: HCA is part of employer pension scheme administered by NEST  
**Probation**: 6 months  
**Notice**: 3 months.

**Person Specification**

How we use this - the person specification builds a picture of the type of person we’re looking for. So, when you apply for a role with us (in whatever way) we will use the information you share to first of all short-list candidates and then assess how well they match that picture at interview.

| **Knowledge and qualifications** | Essential or Desirable |
| --- | --- |
| Training/qualification from across social work, social care or health sector (to at least NVQ Level 3) |  |
| First aid, health and safety and safeguarding qualifications/training |  |
| Knowledge and understanding of how age, and ageing, impacts on individuals and community/population health |  |
| **Experience** |  |
| Experience working with assessment and referral frameworks from across the health, statutory or voluntary/community sector |  |
| Experience of working with diverse range of communities within inner city  settings |  |
| Experience in VCSE and ideally community anchor organisation settings |  |
| Experience of recruiting/managing individual volunteers and maintaining network of volunteer support in community/voluntary sector setting |  |
| Experience of working with older adults in voluntary, statutory or health settings |  |
| **Skills** |  |
| Independent, able to manage own work load and use initiative |  |
| Excellent interpersonal and communication skills |  |
| Digital literacy across range of work related hardware, software and digital platforms |  |
| Good written and numeracy skills |  |
| Ability to collate and analyse data |  |
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