**Carers of East Lothian (CoEL)**

**Job Description**

**Job Title Tackling Loneliness Project Worker**

**Job Purpose:** To set up and facilitate a pilot project to address social isolation and loneliness in the North Berwick Coastal Area by establishing a social prescribing process with the North Berwick GP Practice. To develop a community ‘Café Chats’ model in the NB community.

**Accountable to:** North Berwick Health and Wellbeing Association Advisory group and CoEL Carer Support Coordinator**.**

**Main Duties**

1. To liaise and set up a process for social prescribing at the NB Health Centre and involve other agencies eg Carers’ Organisations and groups, NBVCS and Kindness Co-operative
2. To support unpaid carers in the locality by providing both support to the people they care for and by supporting carers who have become isolated as a result of their caring role or other reasons
3. To manage a weekly clinic for people who have received social prescriptions from General Practice.
4. To support people who self-refer or who are referred from other agencies to access The Café Chat sessions and the social prescribing clinic.
5. To liaise with key agencies and organisations in NB to ensure an up to date Database is available for social prescribing
6. To hold two sessions each week in a local café or other venue for ‘Café Chat’ – one to be held in the daytime and one in the evening
7. To work on a one to one basis for people who need chumming to a first café chat
8. To work with local groups to identify volunteers to chum people who have social prescriptions to their groups
9. To collaborate with the Kindness Co-operative and Carers of East Lothian to identify volunteers and individuals who might benefit from the project. To develop appropriate activities as the project evolves.
10. To hold a Retirement Fresher’s event for newly retired, or about to be retired, people in the community as a means to engage them with local community activities, including volunteering.

**General Duties**

The post holder will be expected to consistently and effectively perform a number of general duties:

* Be responsible for the accurate and timely recording of enquiries and casework records in a secure and confidential manner
* To help support volunteers in their role within the project.
* To produce statistical information on the project activity and assist in preparing reports to funders
* Comply with CoEL’s policies and procedures such as confidentiality policy, telephone and recording procedures, lone working policies, etc
* Participate in CoEL’s staff team meetings as appropriate.

**Main Conditions of Service**

Employer Carers of East Lothian (CoEL)

Hours 14 hours per week (0.4 fte based on full time hours of 35 pw)

Salary £14.18 per hour (equivalent to a full time salary of £25,807)

Benefits CoEL will auto-enrol at the appropriate rates but will match up to a 6% pension contribution if the post holder wishes to increase their contributions. We also offer very flexible working arrangements.

Holidays Equivalent to 35 days (25 days leave plus 10 public holidays taken flexibly) calculated pro rata for part time staff.

Funding / Duration The funding is from The North Berwick Area Partnership for a seven months pilot but with the hope that the project can be extended.

Base A desk will be provided for the project holder in the Lighthouse, Heugh Road North Berwick or other North Berwick location

Line Manager A nominated person from the North Berwick Health and Wellbeing Association Advisory group will line manage the post holder and provide guidance and direction on the project development. The CoEL Carer Support Coordinator will manage any HR employment issues.

The post holder will be required to be a member of the PVG (Adults) scheme. CoEL will pay for any update reports but not for the costs of membership.

JOB SPECIFATION

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|  | Essential | Desirable |
| Education and Training | Qualification in community education, education, community development or health promotion. | Mental health experience |
| Work experience | Minimum of 2 years experience working with community groups.  Experience of:-  Networking and collaborative interagency work.  Working with excluded groups.  Developing successful relationship with key stakeholders  Developing databases. | Experience of:-  Project development  Working with older people  Working with people to develop their confidence and self esteem |
| Skills and Knowledge | Understanding of the needs of local people.  Understanding the principles of community development  Organisational skills.  Record keeping and data management.  Understanding and commitment to equal opportunities  IT skills including website management.  Experience of using Social media | Knowledge of the local area and organisations |
| Personal qualities | Ability to work flexibly.  Willing to work unsociable hours when necessary to meet the needs of the role.  Ability to work on own initiative, being responsive, pro-active and versatile.  A good communicator.  Ability to drive and access to own transport |  |