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**JOB DESCRIPTION**

**Older People’s Project Officer**

Employer: The Ripple Project

Accountability: The Older People’s Project Officer will be managed by the Service Manager.

Workplace: Restalrig Lochend Community Hub

Salary: £30,510.00 (Pt 30 Band 27 to 34)

Fixed Term: This is a fixed term contract for 2 years.

Working Hours: 37.25 flexible to include evening and weekend work

Annual Leave: 25 days plus 10 public holidays

Disclosure: PVG membership required

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**The Ripple Context**

The Ripple is a community anchor organisation led by local people that harnesses the skills and experience of its 200+ volunteers to provide a wide range of well-used services and opportunities. Restalrig, Lochend & Craigentinny is a disadvantaged, vulnerable and fragile community, amongst the most deprived in Scotland, our individuals and families face the challenges that poverty, health, and social inequalities bring on a daily basis.

The Ripple adopts a holistic approach, we collaborate to develop services that are led by and grow in response to local need. We promote a culture of engagement and empowerment that focuses on the skills and experience within our community.

The Ripple is rooted in the local community, provides a focus and a ‘sense of belonging’ for an area with little other social or economic investment. Our aim is to tackle poverty and inequality by listening to and then taking action with local people to regenerate our community. We respond to local priorities, circumstances and needs in a sustainable way to help the people of Restalrig, Lochend and Craigentinny to help themselves to:

* Reduce poverty
* Improve life chances and opportunities
* Live healthier lives
* Shape their own future
* Achieve shared ambitions through collaborative partnerships
* Feel valued, connected and influential

**Purpose of Job** Work as part of a team within The Ripple organisation to deliver a quality, responsive service to older people in the local area so that more over 60’s have better social connections and relationships contributing to an improved sense of general wellbeing.

**Leadership**

* Be an effective team player as a member of the Ripple organisation
* Build and sustain positive relationships with identified key local partners and act as a champion for the Ripple.
* Lead on the operational management of the Ripple Older people’s Service.

**Key responsibilities**

* Create, organise and develop a stimulating and engaging programme of activities for older local people.
* Inspire and motivate local residents to take part in meaningful activities.
* Collaborate with members of the community to ensure their aspirations and ideas are reflected in the programme.
* Be creative to push the boundaries of a typical activity programme.
* Maintain relationships with and build new partnerships with local groups and arrange trips and excursions with varied destinations and purposes.
* Produce a programme of activities, booking speakers/entertainers and sourcing other resources to meet requirements
* Manage groups annual evaluation process and facilitation of regular feedback sessions ensuring a continued needs-led service
* Complete evidencing and tracking activity documentation via digital and written methods
* Oversee all aspects of group work, creating a process for volunteers which can be adapted when required to support existing needs of the service users
* Identify opportunities for new self-sustainable groups, type of activity required and logistics of set up
* Manage the ongoing marketing and promotion of groups
* Identify existing groups where longer-term sustainability may be implemented by empowering volunteers to take on responsibility
* Manage groups service budget as well as individual groups finances

**Volunteers**

* Manage volunteers to inform and deliver the programme of activities for older local people.
* Generate appropriate volunteering role descriptions based on the needs of the Ripple and ensure that we operate best in class volunteer management practices
* Promote volunteering through recruitment and publicity strategies and campaigns
* Be first point of contact for all volunteers volunteering with older people.
* Support the recruitment, selection, training and development of volunteers to provide a range of services to older people

**Communications**

* Work with other colleagues to keep the website up to date and relevant to audiences
* Proactively use social media to generate public engagement for The Ripple’s Older people’s work.

**All Posts**

* To contribute to the development of a professional working and learning environment in the organisation
* To contribute to the organisations understanding of equalities and diversity and its implications for the community and to ensure this understanding informs all of the organisations activities
* To ensure adherence to the organisations policies and procedures with particular reference to safeguarding/child protection, equality, diversity and health and safety
* To work in a flexible manner in line with the organisations social and corporate objectives and to be willing to undertake other duties as reasonably expected

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| **Skills, Abilities and Experience** |  |
| Qualification in a related field or relevant experience | E |
| Experience of setting up and supporting groups, Volunteer coordination or management | E |
| Project management skills with a proven capacity to manage a diverse workload and prioritise effectively to meet deadlines | E |
| Excellent inter-personal skills, including:   * Strong listening skills * Ability to motivate volunteers and the public * Written and verbal communication skills * Relationship building and networking abilities | E |
| Able to work collaboratively as part of a team but also independently and proactively | D |
| Effective IT skills, including use of databases | E |
| Experience of managing a budget | D |
| Good understanding of evaluation procedures | D |
| Experience of supporting older people | D |
| Best practice in supporting volunteers within an older people’s service and current regulations governing volunteering in Scotland | D |
| Knowledge of Older people’s community-based services and networks in Edinburgh | D |

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| **Qualities** |  |
| Punctual, reliable and trustworthy | Essential |
| Patient and respectful of all people, whatever their background or presenting behaviour | Essential |
| Positive thinker and creative problem solver | Essential |
| Committed to those who face disadvantage | Essential |

**Terms and Conditions**

Employer: The Ripple

Accountability: The Ripple Board of Trustees

Line Manager: Service Manager of the Ripple

Workplace: Restalrig Lochend Community Hub

Working Hours: 35.75 hours per week

Post funded until 31st December 2024

Annual Leave: 25 days plus 10 public holidays

Salary: Starting salary of £30,510

Any incremental rises or cost of living awards are dependent on the financial capacity of the charity and reviewed by the Board each financial year.

Pension: Auto-enrolment into Qualifying Workplace Pension Scheme (Aegon) which is a Group Stakeholder Pension Scheme – current contributions are 5% employer and a minimum 3% for employee.

Disclosure: PVG membership required

**Application Deadline and Interview Dates**

Closing date: Tuesday 13th December 2022 by 12 midday

Interview date: Thursday 15th December 2022

The Ripple can only accept applications sent via email and all successful candidates will be contacted by email and invited to attend for interview