**Ben View Resource Centre**

**Job Title: Project Worker – Lunch Club**

**Hours: 16 hours per week**

**Responsible to: Care Co-ordinator**

**Aim of the post:**

To be responsible for developing and delivering a high-quality service for over 60s within West Dunbartonshire.

Ben View Resource Centre is a well-established charity offering vital services to the local community. One aspect of our service is the Lunch Club where we work with our dedicated volunteers to provide a service to the over 60s in our community to support them in living happy and healthy lives.

This service aims to help people stay connected with their communities, giving them a sense of belonging, easing loneliness and improving health and wellbeing.

We are looking for an experienced and highly motivated individual who can inspire others and will bring new ideas and lots of energy to this great service. You will be fun, compassionate and able to work on your on whilst fitting in with a small but very busy team of committed individuals

We are looking for someone who can build strong relationships, is understanding and patient and who looks to bring fun and laughter into their role.

Ben View is not just a service, it’s an “Experience”, our aim is for staff, volunteers, members and visitors to experience the sense of community and belonging we aim to achieve throughout all our services.

**Ben View Resource Centre - Job Description**

**Job Title: Project Worker – Lunch Cub**

**Hours: 16 hours per week**

**Responsible to: Care Co-ordinator**

**Main Purpose of the job:**

The main purpose of the job will be delivering a daily lunch club to over 60s in the community, you will be working closely with our members and volunteers to ensure the service provision is meeting the member’s needs.

**Main Duties and Responsibilities:**

* To identify suitable clients for the service and undertake assessment at point of referral
* To oversee ongoing care planning for each member
* Liaise directly with external agencies to promote the lunch club
* Liaise directly with external agency to organise member’s transport
* Liaise directly with external agency regarding lunch club catering
* To work with a wide range of external agencies where appropriate
* To develop activities, external inputs and outings on a regular basis that engage with the members needs
* To support volunteers in their day-to-day duties at lunch club
* To ensure all financial recording is kept up to date
* To prepare reports and evidence of the outcomes of the project
* To ensure all monitoring is completed on time and reported in an appropriate manner
* To ensure comprehensive recording on all aspects of the service is kept up to date
* To attend meetings with external agencies and forums relevant to the post
* Assist in developing and implementing policies and procedures for good practice within the service
* From time to time to develop thematic groups as the needs are identified
* Assist with the delivery of marketing and fundraising campaigns
* To facilitate monthly afternoon teas, open to the wider community
* To assist with funding application and proactively seek new funding opportunities
* To complete appropriate training relevant to the post
* To undertake such training programmes to assist this service and personal development.
* To participate in supervision sessions and team meetings as required.
* Have a degree of flexibility in working hours and able to work occasional weekends and evenings
* To undertake any other tasks as may be directed and appropriate to the grade across Ben View services.

The job description sets out the main requirements of the post but is not an exhaustive list of duties and responsibilities. Ben View delivers a wide range of valuable services and we require our staff to be flexible and proactive in their work. Our team are the key to our success as a service highly regarded within the local community

**Ben View Resource Centre - Person Specification**

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**Person Specification**

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| **Skills, Values & Attributes** | * Ability to empathise with, and relate to, older people. * Commitment to self-development and learning * Excellent administrative & IT skills including Microsoft office * Supportive and enabling approach * Ability to demonstrate initiative * Ability to prioritise and organise own workload * Excellent communication and interpersonal skills. * Ability to be responsive and flexible. | * Presentation skills * Experience of monitoring and evaluation |
| **Knowledge** | * Sound knowledge of issues faced by older people. | * Ability to recognise and report concerns about the well-being of vulnerable adults * Ability to work within appropriate legislation processes and procedures. |
| **Others** | * Ability to be flexible with occasional evening and weekend work * bfull clean driving licence. |  |

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|  | Essential | *Desirable* |
| Experience | * Experience of working within voluntary sector or relevant community setting * Experience of interagency partnership working * Good organisational skills with the ability to work in a proactive, flexible, and innovative way to meet objectives * Competent in use of IT (Microsoft Office Applications Word, excel, Outlook) | * Experience of working with older people in a relevant setting * Experience of carrying out assessments and /or support planning |
| **Qualifications** | A relevant qualification or evidence of previous experience working within social work, healthcare or community setting |  |