



## **Bridges Centre - MONMOUTH SOCIAL CIRCLES COORDINATOR**

### **Job Description**

#### **Job Purpose:**

Bridges Centre is proud to operate a service on behalf of Monmouthshire County Council to enable older people who are living at home who are lonely/isolated or suffering mild mental health issues such as depression or dementia to improve/maintain their quality of life through the provision of local day activities.

Working with volunteers and other Social Care colleagues, you will be responsible for the operation of our Social Circles programme. The role will include client/family liaison, managing the day to day operation, planning and providing activities that are interesting, stimulating and supportive and contributing to local statutory services planning.

**Salary:** £12.50 per hour

**Hours:** 16 hours per week, 9am - 5pm on Tuesdays and Thursday (hours to be flexible)

**Holiday Entitlement:** 22 days, plus bank and public holidays (pro rata)

**Terms of Contract:** This is a grant based contract and will initially be for 12 months with the potential to extend.

**Reporting to:** Wellbeing Director

#### **Main duties**

1. To be responsible for the day to day operation of Social Circles. This will include dealing with client referrals, booking clients in for sessions, arranging transport (where necessary), organising activities, liaison with kitchen for lunch requirements, oversight of financial management and managing volunteers and attending planning meetings.
2. To maintain and develop the activity based programme for Social Circles ensuring that there is at least one extended exercise based session and a structured activity per day, taking into consideration the individual needs and interests of the members
3. To plan and publicise a monthly diary of activities so that clients, carers and families are kept fully informed in advance.
4. To organise transport for members where necessary including use of our electric vehicle and the volunteers who drive it.
5. To be aware of the various needs of the members, liaising with families and social services where necessary.
6. To promote the group where necessary in order to maintain an appropriate attendance for the two weekly sessions.
7. Manage and maintain client register and contact details in line with GDPR regulations.

8. To take responsibility for the organisation and training of volunteers to assist in all aspects of the group.
9. To undertake low level personal care with clients who may need toilet assistance.
10. To develop/maintain risk assessment documentation, policies and procedures.
11. To liaise with external bodies e.g. Monnow Vale, doctors' surgeries, other statutory bodies etc
12. To be an active member of the Wellbeing Services committee and attend planning/forum meetings.
13. To have oversight of service financial accounting and an awareness of cash-flow forecasting.
14. To maintain up-to-date and accurate reporting to include attendance records, risk assessments and provide monthly reports to Wellbeing Director and half yearly reports to Monmouthshire County Council.
15. To explore development opportunities

### **Other responsibilities**

1. To comply with all Bridges' policies and procedures and to implement where necessary new policies and procedures for Social Circles specifically
2. To undertake training relevant to the role as required
3. To carry out other duties as required commensurate with the role

### **Skills and Experience**

1. Experience of leading small teams.
2. Knowledge of the sector and working with statutory and voluntary bodies to meet the needs of the elderly who may be experiencing isolation and loneliness.
3. Ability to empathise with the needs of this age group
4. Charisma, energy and drive
5. A friendly and engaging personality
6. Ability to work with volunteers
7. Experience of working with older people
8. Organisational and administrative skills
9. Experience of planning and organising innovative activities
10. Knowledge of the objectives set out in the Social Services and Wellbeing Act 2014.
11. Confident personality with the ability to contribute to planning discussions
12. NVQ3 or equivalent qualification in the care/health sector (desirable)

### **Information for applicants:**

Please complete the application form, CVs are **not** acceptable. Return the application form to:

Amy McDougall [amy.mcdougall@bridgescentre.org.uk](mailto:amy.mcdougall@bridgescentre.org.uk)

Closing date for applications is: 10<sup>th</sup> December 2021

Shortlisting for interviews will take place on 13<sup>th</sup> December 2021 and selected candidates will be invited for interview on 17<sup>th</sup> December 2021.

If you have not heard from us by 20<sup>th</sup> December 2021 please assume you have not been shortlisted for interview.