



# CASTLEHAVEN

heart of your community

## Ageactivity 60+ Project Coordinator - Job Description

<b>Job Title:</b>	Ageactivity 60+ Project Coordinator
<b>Responsible to:</b>	Ageactivity 60+ Project Manager
<b>Salary:</b>	Starting salary £26,500 pro rata
<b>Contract:</b>	Fixed term contract to 31 <sup>st</sup> March 2028
<b>Hours of employment:</b>	21 hours per week
<b>Annual Leave:</b>	27 working days, <i>(of which 7 will be allocated to the Christmas period when we are closed)</i> , in addition to statutory public holidays.
<b>Closing date for applications:</b>	Friday 5 <sup>th</sup> June at 5pm
<b>To apply:</b>	Please send your CV and a covering letter (maximum two A4 pages) to <a href="mailto:ernie@castlehaven.org.uk">ernie@castlehaven.org.uk</a> .

### Staff benefits:

- Monthly Health & Wellbeing Incentive
- 24-hour Counselling Support Line
- Birthday Day Off
- Regular Team Building Activities & Socials
- Personal Development & Training
- Free Parking on Site
- Flexible Working
- Staff Automatic Enrolment Pension
- Annual Public Transport Travel Card Scheme
- Bicycle Purchase Scheme

### Main Purpose of the Post:

The Castlehaven Community Association's [CCA] Ageactivity 60+ programme [AA60+] for those over the age of 60 is established to promote physical & mental wellbeing & challenge loneliness & isolation in older age. The primary purpose of this post is to support the delivery of this popular project with particular emphasis on the everyday organisation and coordination of the project that ensures the smooth running of AA60+:

- AA60+ Members report becoming more active, experiencing improved physical and mental health as a result of their engagement.
- They report feeling less lonely and/or isolated and more actively engaged both individually and collectively.

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- Older people who are part of AA60+ take on volunteer roles within AA60+ &/or the CCA. They report feeling an increased sense of community from tackling their problems together actively as peer-to-peer volunteers.
- Older people report feeling an increased sense of community because of AA60+.

## **Principal Duties and Responsibilities**

### ***Ageactivity 60+ Project Coordination***

#### **1. Organise and support scheme activities:**

- i. Work closely with the Project Manager to continually improve our offering and our efficiency to maximise our reach using existing funding.
- ii. Along with Project Manager, be a primary contact for AA60+ members.
- iii. Liaise with tutors to ensure smooth running of weekly classes, clubs and activities.
- iv. Coordinate the programme for the monthly Cinema Club, following a members' vote.
- v. Assist the facilitation of regular hybrid Zoom sessions.
- vi. Lead / provide support on the fortnightly Social Walking Club.
- vii. Produce a weekly e-mail bulletin via Mailchimp to keep members up to date with the upcoming advertised timetable, and any bonus activities.
  - i. Lead/ provide support on any outside trips (eg: Coach trips to British landmarks, local theatre trips).
  - ii. Volunteer Management to be implemented depending on experience / after training (see below).
  - iii. Act as a third-party referrer for various partners who offer advice and services and keep records of these in a GDPR compliant way.
  - iv. Manage the administration of our CRM platform, Plinth, inputting weekly registers and assisting with monthly data reports (known as "Dashboards") for internal reporting.
  - v. Coordinate and manage the monthly reminder letter to AA60+ members that yearly memberships are expiring.
  - vi. Send out members' birthday cards and organise monthly birthday parties.
  - vii. Manage the administration and keep the project as paperless as possible, in line with current GDPR legislation.
  - viii. Identify vulnerable service users and communicate regularly via telephone or their preferred method, in liaison with other team members or external partners.

#### **2. Scheme documentation**

- i. Coordinate and manage twice-yearly membership surveys: design/produce, organise distribution, collate and analyse results.
- ii. Design membership and feedback forms when necessary
- iii. Design and manage ad-hoc surveys pertaining to Project's funding status.

#### **3. Publicity/mailouts**

- i. Maintain regular communication with scheme members via weekly email bulletins, text messages and letters.
- ii. Assist with twice yearly programme leaflet and cover letters.
- iii. Assist with Christmas newsletter and cover letters.
- iv. Assist with leaflets/ flyers/posters where necessary, liaising with the Marketing Manager.
- v. Share photos of trips or classes on SharePoint for use in advertising or social media in a timely manner.

#### **4. Focus Group**

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- i. Supervise the running of the AA60+ Focus Group (yearly), ensuring that meetings are minuted and the appropriate data is passed to funders.

## **5. Recruitment**

- i. Recruit older people to the scheme via outreach partnerships, mailouts, phone networking and publicity stalls at events.
- ii. Work alongside other organisations to recruit new members.
- iii. Liaise with new members' key workers/carers/relatives who are introducing an older person into AA60+.

## **6. CCA Policy Compliance**

- i. Ensure that AA60+ fully complies with all CCA policies, especially those concerning health and safety, protection of vulnerable older people and equal opportunities.
- ii. Keep up to date with training (e.g. dementia best practice/ safeguarding).
- iii. Log any incidents as per CCA policy, and liaise with external agencies/ carers/ relatives as and when appropriate.

### **Other**

- i. Flexible approach to working is essential in a fast-paced community setting to support the smooth running of the community centre along with colleagues.
- ii. Ensure that the AA60+ programme is championed within the wider CCA.
- iii. Any funding opportunities are shared with colleagues and management team.

## ***AA60+ Volunteer Management***

### **1. Policy development and internal communication**

- i. Ensure that AA60+ volunteers are included in organisational policies where relevant, and that staff and volunteers understand how these policies and procedures relate to volunteers.
- ii. Ensure that AA60+ volunteers are updated regarding the organisation's work.
- iii. Be a visible and available staff member for AA60+ volunteers needing to air any concerns.

### **2. Identify suitable volunteering opportunities**

- i. Work with existing staff, volunteers, and service users to identify new ways in which volunteers can be involved and facilitate volunteer involvement in these areas.
- ii. Produce clear task outlines for volunteer opportunities.
- iii. Recruitment and selection of AA60+ volunteers.
- iv. Respond to enquiries from prospective AA60+ volunteers as soon as possible.
- v. Work with existing AA60+ volunteers to provide support for them to be ambassadors for volunteering at Castlehaven.
- vi. Recruit suitable AA60+ volunteers, using recruitment methods appropriate to the role, without creating unnecessary barriers to volunteering.

### **3. Training and induction**

- i. Work with colleagues to ensure that AA60+ volunteers receive training and support as appropriate.
- ii. AA60+ Volunteer management (including volunteer tutors and session leads) with support from Project Manager.
- iii. Ensure that AA60+ volunteers have adequate & appropriate supervision with support from Project Manager.

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- iv. Ensure that the volunteer contribution is appropriately recognised and rewarded.
- v. Organise annual thank you and social events for volunteers in partnership with wider CCA volunteer managers, including the Deputy Director.

#### **4. Health and safety**

- i. Ensure that classes, workshops, trips and AA60+ volunteering activities are risk assessed, and steps are taken to minimise risk.
- ii. Work with AA60+ volunteers to ensure that they work to keep themselves, colleagues and service users safe at all times.
- iii. Report any health and safety issues to line manager.
- iv. Receive up-to-date safeguarding training and be aware of any potential safeguarding issues that could occur within the membership or with volunteers.

#### **5. Monitoring and evaluation**

- i. Monitor and evaluate the experience and work of AA60+ members and volunteers.
- ii. Conduct regular satisfaction surveys with AA60+ volunteers, implementing changes and communicating this to volunteers and staff.

#### **6. Other**

- i. Ensure that the AA60+ volunteer programme is championed within AA60+ membership and the wider CCA.
- ii. Act as an advocate for AA60+ volunteering.
- iii. Act within equal opportunities and other organisational policies at all times.
- iv. Develop professional skills and stay up to date with best practice in volunteer management.