



Friends for Life

### **Vacancy - Friends for Life Bedfordshire**

Job Title:	Activity Lead
Salary:	£15 per hour with generous paid annual leave allowance (£11,700 per annum)
Hours:	15 hours per week
Tenure:	1-year fixed term contract with possibility of extension
Vacancy Listed	1 May 2024
Application Deadline	26 May 2024 midnight

Please apply early because if we have sufficient candidates, we may close the application window early.

#### **DETAILS**

#### **FRIENDS FOR LIFE BEDFORDSHIRE**

Friends for Life Bedfordshire (FFL) is a Bedford-based charity, (Registered Charity No – 1165730), working to address the social isolation of residents in Bedfordshire’s care homes. Founded in 2007, we have grown from a small local initiative to a charity with c70 volunteers, supporting more than 30 care homes across Bedford Borough. In 2023/4 we supported over 350 residents who receive a combination of 1:1 personal befriending and/or group wellbeing services.

We recognise the negative impact loneliness can have on a person’s wellbeing and we tackle this through a combination of recruiting, training and matching befriending volunteers with care home residents who have few or no visitors and arranging and coordinating wellbeing activities involving multiple residents in the homes. We are currently trialling several wellbeing activities including school visits, musical and verbal performances, and corporate volunteering.

#### **THE ROLE**

The Activity Lead will work as an integral part of a small team comprised of a General Manager, Fundraising Lead, Volunteer Lead, and an Administrator.

The Activity Lead’s role will be to improve the wellbeing of residents by growing, developing, and delivering our wellbeing services to the care homes around Bedford. This will include building a network of volunteers and partnerships to deliver group activities which could include school visits, performances (such as poetry, prose or music) and organising craft or other “hands-on” group activities.

## **OUR WISH LIST:**

You will be a dedicated, enthusiastic, and empathetic individual who understands the impact of loneliness on older vulnerable adults in care homes and is keen to work with others to reduce this through arranging and delivering a range of appropriate activities.

The successful applicant will be part of a small, friendly team and will have the opportunity to work closely with the Board, volunteers, and care homes to make a difference to those in the later stages of their lives.

## **JOB PURPOSE**

- To seek out new partners with whom to deliver innovative and engaging activities to Bedford's care homes.
- Identify opportunities to engage with volunteers and partners to involve them in the wellbeing activities.
- Explore new ways to engage young people in activities to reduce loneliness in older care home residents.
- Find ways to demonstrate the positive impact of wellbeing activities to encourage increased participation and ongoing funding.
- Develop regular content for social media and other methods of engagement to support our communication and engagement approach.

## **TO APPLY**

- Review job description to understand the essential and desirable requirements for the role.
- If required, for further information and an informal chat please email [terri@friendsforlife.org.uk](mailto:terri@friendsforlife.org.uk) or ring Terri Harrington on 07788 974939.
- Provide a CV and short covering letter which sets out how you meet the job description and person specification.
- Please complete the attached equal opportunities monitoring form.
- Email these to [terri@friendsforlife.org.uk](mailto:terri@friendsforlife.org.uk) before the closing date.
- Selection will be via interview where we will ask you to provide evidence of how you meet the person specification. There will also be an opportunity to meet with members of the team.

We look forward to hearing from you.

## **BENEFITS**

We offer flexible working in a supportive, friendly working environment. As an employer we know that family and life outside work is important and we are as flexible as we can be to support all aspects of our staff's wellbeing.

- This is a part time 15 hours per week role on a 1-year fixed term contract (which may be extended). There is the potential for further hours in line with development of new funding streams and partnerships.
- We offer a generous holiday allowance of 28 days per year (plus bank holidays) for a full-time member of staff. This is pro-rated for part time staff.
- Employee pension scheme

## **NOTES**

This role is subject to an Enhanced DBS check and the successful applicant will be required to undertake mandatory training (including safeguarding of vulnerable adults).

Applicants must have the right to work in the UK and be able to evidence this before interview. Please apply as soon as possible as applications may close early.

For an informal chat about the role please contact Terri Harrington on 07788 974939

Attached Documents:

- Activities Lead Job Description
- FFL Equality Monitoring Form



Friends for Life

## **Job Description**

### **Activity Lead**

Job Title:	Activity Lead
Job Purpose:	<p>The Activity Lead will work as an integral part of a small team comprised of a FFL Manager, Fundraising Lead, Volunteer Lead, and an Administrator. The Activity Lead's role will be to improve the wellbeing of residents by growing, developing, and delivering our wellbeing activities to the care homes in Bedford. This will include building a network of volunteers and partnerships to deliver group activities which could include school visits, performances (such as poetry, prose, or music) and organising craft or other "hands-on" group activities.</p>
Job Context:	<p>Friends for Life Bedfordshire (FFL) is a Bedford-based charity, (Registered Charity No – 1165730), working to address the social isolation of residents in Bedfordshire's care homes. Founded in 2007, we have grown from a small local initiative to a charity with c70 volunteers, supporting more than 30 care homes across Bedford Borough. In 2023/4 we supported over 350 residents who receive a combination of 1:1 personal befriending and/or group wellbeing activities.</p> <p>We recognise the negative impact loneliness can have on a person's wellbeing and we tackle this through a combination of recruiting, training and matching befriending volunteers with care home residents who have few or no visitors and arranging and coordinating wellbeing activities involving multiple residents in the homes. We are currently trialling several wellbeing activities including school visits, musical and verbal performances, and corporate volunteering.</p>
Reports to:	FFL Manager
Salary:	£15 per hour with generous paid annual leave allowance
Hours:	15 hours per week
Tenure:	1-year fixed term contract with possibility of extension
Office Location	2 <sup>nd</sup> Floor Community Voluntary Service 43 Bromham Road Bedford MK40 2AA
Working Pattern	Hybrid with flexible working hours

### **Main Responsibilities**

- Working under the guidance and direction of the FFL Manager and Board, seek out new partners with whom to deliver innovative and engaging activities to Bedford's care homes.

- Work closely as part of our small staff team to identify opportunities to engage with volunteers and partners to involve them in the wellbeing activities and learn from the team how to optimise the positive impact of these activities;
- Support existing, and create new, school/college – care home partnerships, delivering a programme of diverse activities encouraging intergenerational interaction, community support and inclusivity whether directly or through a panel of suppliers;
- Liaise with schools to raise awareness of Friends for Life, the personal potential in volunteering and the experience of loneliness as lived by care home residents;
- Monitor and evaluate all wellbeing activity whether or not FFL is directly involved in its delivery;
- Evidence our activity with reports and photographs with which to support our communications programme and funding applications;
- Develop regular content for social media and other methods of engagement to support our communication and engagement approach.

## **SUPPLEMENTARY INFORMATION:**

### **Communications**

The Wellbeing Coordinator will maintain high standards of communication with the Board, staff team, volunteers and across our network of partners. They will contribute to our culture of open and honest communication and feedback so we can all learn from each other and maximise the effectiveness of our charity.

### **Equality and Diversity**

FFL is committed to ensuring that all job applicants and volunteers are treated fairly regardless of their background. We are committed to applying this policy throughout all areas of employment including recruitment and selection; training and development. In all situations people will be assessed solely on merit or ability related to their role. It is a requirement of all employees to uphold this policy in the course of their employment with us and whilst undertaking their duties.

### **Mobility / Flexibility**

The normal place of work for the post is the CVS building, Bromham Rd, Bedford, but as a term of employment post holders may be required to work from other establishments or from home. The place and hours of work are flexible and will be agreed upon appointment to suit both parties.

### **Health and Safety at Work**

In accordance with the Health and Safety at Work Act 1974 and other relevant Health and Safety legislation and Codes, employees have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

### **Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and are required to read, understand, and apply the principles of General Data Protection Regulations (GDPR). The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the organisation and individual may be prosecuted. Disciplinary action will be taken for any breach.

Post holders have a general responsibility for safeguarding children and adults at risk in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines and undertakes ongoing training at the appropriate level for their role.

## PERSON SPECIFICATION – ACTIVITIES LEAD

The ideal candidate should have experience of or be able to demonstrate a clear understanding of the following skills and be committed to the values and principles of Friends for Life Bedfordshire and to equality and diversity.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Qualification</b>	Good command of English, with high level of accuracy and clarity in spelling and grammar	GCSE English
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of organising and successfully developing relationships in the voluntary sector or the community.</li> <li>• An understanding of the challenges older residents in care homes are likely to face.</li> <li>• A knowledge of the local area and providers and potential partners</li> <li>• Experience of using social media and other communication tools to promote services.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Care System and how care homes work.</li> <li>• Health and social care experience.</li> <li>• An understanding of the local schools/college system</li> <li>• Awareness of long-term conditions such as Dementia, Parkinsons etc which affect older people.</li> <li>• Experience of working with older people and people suffering from social isolation A passion to help reduce the impact of social isolation among older people.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication.</li> <li>• Ability to analyse data and present findings</li> <li>• A team player who is willing to work in a hands-on role and to support colleagues in their duties as required.</li> <li>• An innovative ideas person who is also able to bring those ideas to life and follow them through to conclusion.</li> <li>• IT literate in Microsoft Office packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Good presentation skills</li> <li>• Experience of communications and marketing including the use of social media</li> <li>• Ability to effectively engage with individuals of all ages and backgrounds</li> <li>• Experience or knowledge of measurement and monitoring of the effectiveness of wellbeing interventions.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Committed to the charity's goals</li> <li>• Flexible and reliable</li> <li>• Must undergo an enhanced DBS check</li> <li>• Good interpersonal skills and ability to engage with people of all backgrounds and interests.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of preparing data to input into regular reports.</li> <li>• A background which includes an understanding of charity funding requests</li> </ul>



Friends for Life

## Equality and diversity monitoring form

Friends for Life (FFL) wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form contact [add contact details].

Please return the completed form to [add details].

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### Sex and gender identity

#### What is your sex?

Female  Male  Prefer not to say

#### Is the gender you identify with the same as your sex registered at birth?

Yes  No  Prefer not to say

If the gender you identify with is not the same as your sex registered at birth, please write in:

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**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  Prefer not to say

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### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### **Asian or Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

#### **Black, African, Caribbean or Black British**

African  Caribbean  Prefer not to say

Any other Black, African or Caribbean background, please write in:

#### **Mixed or Multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:

**White**English  Welsh  Scottish  Northern Irish  Irish British  Gypsy or Irish Traveller  Prefer not to say 

Any other White background, please write in:

**Other ethnic group**Arab  Prefer not to say  Any other ethnic group, please write in:**Do you consider yourself to have a disability or health condition?**Yes  No  Prefer not to say 

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual Undecided  Prefer not to say 

If you prefer to use your own identity, please write in:

**What is your religion or belief?**No religion or belief  Buddhist  Christian  Hindu  Jewish Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:**What is your working pattern?**Full-time  Part-time  Prefer not to say **What is your flexible working arrangement?**None  Flexi-time  Staggered hours  Term-time hours Annualised hours  Job-share  Flexible shifts  Compressed hours Homeworking  Prefer not to say  If other, please write in:**Do you have caring responsibilities? If yes, please tick all that apply**None Primary carer of a child/children (under 18) Primary carer of disabled child/children Primary carer of disabled adult (18 and over) Primary carer of older person Secondary carer (another person carries out the main caring role) Prefer not to say