



## Welcome from the Service Manager

May 2024

Dear Applicant,

Thank you for your interest in the role of **Project Co-ordinator for the Ageing Well Functional Fitness MOT Project**.

This is a new and exciting role and we are looking for a dynamic and enthusiastic individual to set up and run this service and ensure that it has a real impact on the health and wellbeing of people in the Frognal area of Bexley.

A project brief is attached as well as a job description and person specification.

Please send your CV with an additional supporting statement to [emily.willey@ageukbexley.org.uk](mailto:emily.willey@ageukbexley.org.uk). **Please take each of the items on the person specification in turn and explain how your skills and experience match those required.**

The closing date for receipt of applications is Friday 28 June 2024. We will be shortlisting the following week and holding interviews on Tuesday 9 July. If you do not hear from us by Friday 5 July, please assume that you have not been shortlisted.

We look forward to hearing from you.

Yours faithfully,

***Emily Willey***

Emily Willey  
Service Manager

## **The Ageing Well Functional Fitness MOT Project**

The Ageing Well Functional Fitness MOT is a project that has been funded by Froggnal Local Care Network (LCN) for 2 years to support mild to moderately frail residents with falls prevention, improvement of functional wellness and to provide signposting for sessions to enhance functional fitness within this defined area. The project will be working to engage with people who may be experiencing health challenges but are not accessing support, therefore engaging with them prior to a crisis.

Your role will be to create and lead a network of organisations and individuals to deliver functional fitness MOTs and who can provide support for functional fitness. You will also provide a regular link with the local population which could be utilised by other services and campaigns such as cancer prevention or dementia awareness. You will work to strengthen the network of community groups, statutory services and businesses working together to deliver improvements to health and wellbeing. You will engage with local residents to gather feedback about what is important to them and involve people in the development of additional health and wellbeing support.

Although the funding is only for two years at this point, if the project is successful we will be applying for further grants with a view to continuing with it, and rolling it out across the rest of the borough eventually.

### **Project Detail:**

#### **Benefits to the Individual:**

- Motivate people to be aware of their fitness and make improvements where needed. Enable people to track improvements in their fitness.
- Keep people active by suggesting small achievable goals to improve active daily function
- Develop personal action plan to help people make changes and enable them to enjoy a longer, healthier life.
- Individuals are engaged and involved in the development of activities and support that improves the health and wellbeing of local people.
- Individuals are informed about how to become involved further in developing and designing support for the local area, for example they are advised about the opportunity to become Community Champions
- Individuals can access information and other support (such as blood pressure checks and cancer screening information) in settings accessible to them.

#### **Targets:**

- Online training is available in how to complete functional fitness MOTs. You will recruit/identify, support and ensure up to 20 people are trained to deliver the Functional Fitness MOT's to identify those at risk of frailty and motivate them to take small manageable steps to prevent a decline in function and prevent falls.
- A programme of 16 Functional Fitness MOT events (over the 2 year period) in community settings, at various locations across the Froggnal area. There are opportunities to combine other checks with MOTs such as blood pressure, cancer screening.

- 200+ Functional Fitness MOTs delivered to Frognal residents
- A minimum of 100 people engaged in Functional Fitness MOTs
- Individuals are re-assessed to track changes in their functional fitness (percentage of those re-assessed are tracked. Ideally this would be >80%)

**Outcomes:**

- Increase in activities related to preventing frailty and ill health
- An increase in onward referrals to health and community services
- An increase in engagement with activities designed to prevent frailty
- A data set is gathered and reported back from MOT results
- Residents' feedback is gathered and shared with the Local Care Network to develop the Community Voice within the network, informing Health and Wellbeing priorities

## JOB DESCRIPTION

<b>Job Title:</b>	Project Co-ordinator (Functional Fitness MOT project) – <b>2 year contract.</b>
<b>Responsible to:</b>	The Services Manager at Age UK Bexley
<b>Responsible for:</b>	Setting up and Co-ordinating the Ageing Well Functional Fitness MOT Project.
<b>Hours:</b>	Full time (36 hours a week)
<b>Salary</b>	£30,000 per annum.
<b>Location:</b>	Our head office is at the Belvedere Community Centre, Mitchell Close, Belvedere, DA17 6AA, but activities will take place in the Frognal area of the London Borough of Bexley (ie Sidcup, Blackfen, Albany Park and Bexley).

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### Job Purpose

1. To set up and co-ordinate a new project carrying out “Functional Fitness MOT’s” (FFMOT’s) for people who live in the Frognal Locality of Bexley and who have mild to moderate frailty
2. Support and encourage people to increase their fitness levels/muscle strength with a view to preventing falls
3. Set up new activities where there are gaps in current provision.

### Main Duties

- Develop and lead a network of organisations and individuals who want to be involved in the project
- Recruit and train staff and volunteers to carry out FFMOTs
- Market the project using a combination of digital and printed media
- Map existing fitness classes/groups and other social groups in the area and identify gaps in provision
- Liaise with existing service providers, retailers, community groups and others who are based in or who cover the Frognal area and give talks to groups in order to publicise the project
- Organise and publicise a series of FFMOT events in the Frognal area (minimum 8 per annum)
- Hold and manage a budget to pay for venue hire, refreshments and other costs associated with the FFMOT events

- Liaise with healthcare providers and arrange for them to provide healthcare checks at FFMOT events
- Ensure that information is available at the events so that individuals can be signposted to activities to improve their health and wellbeing.
- Work with the Engagement Manager at Age UK Bexley to develop fitness activities as an integral part of our existing Befriending Cafes and to increase the Befriending Café offer in the Frognaal area.
- Work with fitness providers to set up fitness classes and groups that meet identified gaps (these could be as part of existing groups, or new completely new, stand-alone classes)
- Look into developing a voucher scheme to help individuals access classes, working with the Personal Health Budget Project Manager to identify people who would qualify for a Personal Health Budget.
- Develop a group of individuals who want to be involved in designing and developing local support services.
- Consult with local people about the support and services that are important to them with regard to health and wellbeing.
- Record data to enable the project to be effectively monitored and outcomes tracked
- Arrange for external evaluation of the project and produce a final report for funders at the end of the 2 year period

#### **Team Working**

- Attend and actively contribute to Team Meetings as well as meetings and events that are held by local statutory bodies and other voluntary sector partners in the London borough of Bexley
- Support and cover for the Services Manager occasionally if required.

#### **Other**

- Use cloud based and online systems for statistical recording, record keeping and document production
- Actively implement the aims, principles and objectives of Age UK Bexley's policies particularly those related to Safeguarding, Equalities, and Health and Safety.
- Carry out any other relevant tasks as required, to ensure the effective development of the organisation and the delivery of its services.

**Project Co-ordinator (Functional Fitness MOT project)  
Person Specification**

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Previous experience of setting up community-based projects/services	√	
Experience of working in either the health, social care or voluntary sector	√	
An awareness and understanding of the needs and challenges of people who are at risk of becoming frail, and an understanding of the impact of social isolation and loneliness	√	
Excellent interpersonal and relationship-building skills	√	
Experience of working with volunteers		√
Excellent presentation skills, and the ability to give talks to groups, and deliver training courses	√	
Ability to work independently, set own priorities and work on own initiative	√	
Understanding of and commitment to diversity and inclusion in terms of both personal behavior and operational practice.	√	
Good organisational and time management skills, including the ability to work to deadlines	√	
Knowledge and experience of digital communication tools, social media and marketing via online and printed media.		√

Ability to work as part of a team with other staff and volunteers in the charity	√	
Excellent IT skills	√	
Experience of using a CRM database		√
Able to work some evenings/weekends when required	√	
A driving licence and use of own transport		√