



Job Application Pack

Elders Core Programme

Manager

Included in this pack:

- Job Description
- Job Application Form
- Self-Declaration and Disclosure Form
- Equal Opportunities Monitoring Form

Returning your Application

Please complete the Job Application Form, Equal Opportunities Monitoring Form, Employment Self-Declaration and Disclosure Form (below) and return to Filsan Osman at Filsan@klsettlement.org.uk

Dates

Closing Date for Applications: **23:59 on 15th May 2024**

Interview Date: **21st May 2024**

Help & Further Information

If you'd like to talk about this position in more detail, then please contact Sarah Goodall sarahg@klsettlement.org.uk and 02072232845

Good luck!

Elders Core Programme Manager

Job Description

Job Title:	Elders Core Programme Manager
Position:	Permanent Contract
Salary:	£32,000 – 34,000
Hours:	35 hours full time
Holidays:	25 days per year + Bank Holidays
Responsible to:	Head of Elders Team
Responsible for:	Part-time Core Team staff (Support Worker, Minibus Driver, Cook and sessional workers such as exercise tutors) plus a small team of volunteers
Part of:	Elders Programme
Location:	Main office is at KLS, 108 Battersea High Street, London SW11 3HP

We are recruiting a manager to lead a team that work with elders in Battersea. This role will suit an experienced people manager who friendly, kind and able to manage a busy workload. Someone who can motivate staff and volunteers, engage with elders and be solution focused.

About Katherine Low Settlement

Katherine Low Settlement is a charity that has been serving Battersea and the wider Wandsworth community since 1924. We are dedicated to building stronger communities and enable people to challenge and find ways out of poverty and isolation.

We run a range of our own community projects to tackle poverty and isolation, and empower and support children, young people and their families, older people, women and refugee communities. We campaign for social change. We also incubate and support local charities and social businesses to thrive, so together we can meet the diverse needs of the local communities of Wandsworth. Each week we work with 28+ charities supporting more than 1,000 people. Visit: www.klsettlement.org.uk

Katherine Low Settlement's work with older people

Katherine Low Settlement has worked with older people since its conception in 1924. They are a core part of the community that we continue to work with. We provide, often in partnership, a range of projects and activities for older people including health and wellbeing; creative arts; intergenerational work; connecting people and trips/outings. Our

services include an Older People's Lunch Club, Contact Club, T'ai Chi for Elders, exercise and social sessions, and support online.

We work with older people to:

- Encourage active and independent living
- Reduce isolation and loneliness
- Improve well-being and prevent ill-health
- Enable older residents to be dynamic and contributing members of the Wandsworth community.

Visit: <https://www.klsettlement.org.uk/programmes/elders/>

Key Objectives for this Role

- Lead a team of dedicated part-time paid staff and volunteers. The team members include a cook, support worker, minibus driver and sessional workers such as exercise tutors.
- Manage the day to day running of the Elders Core Service as part of the wider Elders Programme. This includes the three day a week lunch club, transport and social sessions as well as overseeing the one to one work of the core team

Work collaboratively with the wider team to provide this “hands on” programme which builds on older people’s strengths and potential.

- Support the monitoring and evaluation of the project with the Head of Programme
- Ensure the programme runs to budget.
- Support the planning of the core programme with Elder members themselves and with the wider team.
- Recruit and support new and existing members (service users)

Main Duties & Responsibilities

Delivery

1. Planning and oversight

- Working with the Head of Programme, ensure that all service output meets KLS’ vision, mission, values and charitable objects and with the Head of Programme, ensure the service meets the programme strategy (in line with KLS’s 5-year strategy, launched in 2023)
- Ensure the smooth delivery of core older people's activities throughout the week and organise, plan and promote agreed one-off activities throughout the year in a timely and planned manner
- Manage the transport offer, ensure they drive our minibus including route planning and pick-up schedules of older people to and from KLS’ activities
- Ensure activity records and registers are kept accurately and up to date as well as case work notes for the core team

- Actively support the social and support needs of our older people as appropriate, including safeguarding issues
- To be part of, and work closely with, the wider elder's team, sharing information regarding elders on a regular basis where appropriate.
- Conduct outreach and support work with older people in the community and on home visits and oversee the case work of the Core Team as well as having a small caseload. This does not involve advice work but is mainly signposting, referral and light advocacy.

2. Staff and volunteer management

- Take responsibility for the Core Programme. This includes the recruitment and line management of the Outreach and Support Workers, Lunch Club Cook and key relevant social activities workers and volunteers related to the core programme.
- Ensure performance management and quality systems are used to monitor and evaluate the project's work, processes and safeguarding.
- Managing individual volunteers as part of the Core Programme Team.

3. Relationships, comms and networks

- Continue to build and sustain strong relationships with our members.
- Oversee / feed into comms for the Core Programme including the newsletter, activities calendar, annual report and social media platforms.
- Attend meetings as requested on behalf of the Core Programme.

4. Finance

- Manage the project areas to budget, maintain financial records as agreed with the Head of Programme – in this instance this is usually a petty cash sheet.

5. Undertake other duties

- Participate in regular management supervision and annual appraisal; help to identify your own job-related development and training needs
- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the aims, values and ethos of KLS

Person Specification

Skills and Experience	Essential / Desirable
Strong communication skills	E
Experience of line managing a small team in a community setting	E
Experience of working with older people in a community setting	E

Strong multi-tasking skills and time management	E
Personal attributes include being caring and compassionate / hard working / organised / take initiative / reliable / ability to work under pressure / be able to see the wider picture as well as focus on detail.	E
Ability to work as part of a small team, whilst also working independently	E
Committed to KLS's mission, vision and values	E
Monitor/Evaluate/Report: Experience of monitoring and evaluating projects effectively and ensuring that they are consistently meeting needs	E
Strong communication skills (both verbal and written), including communicating with people from a wide range of backgrounds and when working individually or in groups	E
Safeguarding: Understanding and experience of safeguarding, and health & safety in theory and in practice	E
IT: Excellent IT skills including MS Office suite and ability to use Internet, email and social media. Database experience would be an advantage (Salesforce)	E
Knowledge of Battersea and Wandsworth	D
Experience of working with volunteers	D
Personal Qualities	
Passionate about working with older people and championing their value to the community	E
A hands-on, highly motivated individual with considerable drive, energy and a determination to succeed	E
Outstanding interpersonal and communication skills	E
Trustworthy, non-judgemental, caring and compassionate, proactive, self-motivated and hardworking	E

Further Information

- Katherine Low Settlement is committed to equal opportunities
- All offers to work at Katherine Low Settlement are subject to satisfactory references, which is standard KLS policy applicable to all roles. KLS also ask for an enhanced DBS (formerly known as CRB) check
- You will adhere to matters of confidentiality concerning this role and the KLS team

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

Help

If you'd like to talk about this position in more detail, then please contact Sarah Goodall Sarahg@klsettlement.org.uk and 02072232845

Please complete the following forms to apply for this role.



Job Application Form

Contact Details					
<i>Name</i>					
<i>Address + Postcode</i>					
<i>Telephone</i>					
<i>Email</i>					
Qualifications / Training / Education					
<i>Subject Studied</i>	<i>Qualification</i>	<i>Awarding Body</i>	<i>Name of College</i>	<i>Result</i>	<i>Dates</i>
Work & Voluntary Experience					
<i>Employer</i>	<i>Role</i>	<i>Main Responsibilities</i>	<i>Dates</i>	<i>Reason for Leaving</i>	

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Why do you think you are suitable for the job as advertised?

References (2 required)

<i>Name</i>	<i>Organisation</i>	<i>Telephone</i>	<i>Email</i>

I confirm that the details above are correct and true

Signed.....

Printed Name.....

Date.....



**Employment Self-Declaration and Disclosure Form
Private and Confidential**

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information about you under the Data Protection Act 1998.

Name:	
Address and postcode:	
Have you ever been known to any Children's and/or Adult Services department as being a risk or potential risk to children and/or vulnerable adults?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and/or vulnerable adults?	YES / NO <i>(if Yes, please provide further information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with KLS's procedures, if required, I agree to undertake a DBS check and/or provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform KLS within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and/or vulnerable adults.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties, may be supplied by KLS to other persons or organisations in circumstances where this is considered necessary to safeguard other children and/or vulnerable adults.

Signature:	
Print name:	
Date:	



Equal Opportunities Monitoring Form

KLS want to make sure that it is an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. By completing this form, you are helping us improve our equal opportunities practice. We will separate this part of the form from the application form. It will not form part of the selection process. All information will be held confidentially.

Please tick the appropriate boxes:

1. How would you describe your gender?

Male Female Transgender Prefer not to say

2. What age group do you belong to?

16-24 25-34 35-44 45-54 55-64 over 65
 Prefer not to say

3. How would you describe your sexuality?

Heterosexual/straight Gay man Gay woman/lesbian
 Bi-sexual Prefer not to say

4. Do you consider that you have a disability?

Yes No Prefer not to say

5. Do you have a disability, as defined by the Disability Discrimination Act?

Yes No Prefer not to say Don't know

6. Do you consider that you have a long-term health problem?

Yes No Prefer not to say

7. How would you describe your religion or belief?

My religion or belief is _____
 I have no religion or belief Prefer not to say

8. How would you describe your nationality?

Please describe _____
 Prefer not to say

9. How would you describe your ethnic origin?

Please describe _____
 Prefer not to say

Thank You.