



KLS Elders Programme Temporary Support Worker

Job Description

Job Title:	KLS Elders programme Temporary Support Worker
Position:	Temporary Contract – for 2 to 3 months from June 2024
Salary:	£13.15 hour
Hours:	21 hours per week TBC– Tuesdays, Wednesdays and Thursday
Holidays:	pro rata based on the full time equivalent.
Responsible to:	Head of Elders Team
Location:	108 Battersea High Street, London SW11 3HP

About Katherine Low Settlement

Katherine Low Settlement (KLS) is a multi-purpose charity that has been serving the communities of Battersea and Wandsworth since 1924. We run a range of our own community projects to support our community. Visit www.klsettlement.org.uk

Katherine Low Settlement's work with older people

Katherine Low Settlement has worked with older people since its conception. We provide, often in partnership, a range of projects and activities for older people including a Lunch Club, social sessions and exercise groups. 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.

This role is a temporary support worker role to support the service over the summer. Working days would be Tuesdays, Wednesday and Thursdays 8.30am – 4.30pm in based in Battersea and so you must be able to travel to and from there easily. This job may suit a student over the summer but is open to all applicants.

Our address is Katherine Low Settlement, 108 Battersea High Street London SW11 3HP

Key Objectives for this Role

- Support the day-to-day minibus transport for KLS' Older People's Programme by escorting elders.
- Support the Elders Team in their work with older people including the lunch club and social activities.
- Be a proactive and positive member of the team.

Roles & Responsibilities

1. Delivery

- To be warm and welcoming to elders using our service.
- Support our older people with their transport needs to get to the centre, including supporting the driver with pick-up schedules and escorting duties (helping people on and off the bus) of older people to and from KLS' activities.

- Supporting social sessions run with and for elders, including setting up the rooms and putting things away afterwards (including the tables and chairs and any equipment used such as art materials), taking registers of attendance, staying present for the sessions and ensuring the health and safety of those at the session.
- Actively supporting the social and support needs of our older people as appropriate - we do not give personal care to our members, but we may help people to and from the bathroom, to and from the minibus, making teas and coffees, serving lunch and other similar duties
- To assist members on occasional day trips.
- To be part of and work closely with the elder's team at KLS, sharing information regarding elders where appropriate on a regular basis.
- Attend team meetings and support session as required.

2. Supporting Volunteers

- Take responsibility for supporting and working with individual volunteers as and when appropriate, such as the Volunteer Minibus Escorts and supporting the minibus driver in their absence as needed.

3. Undertake Other Duties

- Undertake any other appropriate tasks, as agreed with your line manager.

Person Specification

Skills and Experience	Essential / Desirable
Aged 18 years old or over	E
Committed to KLS's mission, vision and values	E
An understanding of difficulties elders may face such as memory and mobility difficulties.	E
Ability to record session notes, registers and other basic admin duties	E
Good communication skills	E
Personal attributes to include being caring and compassionate / hard working / organised / take initiative / reliable / ability to work under pressure / excellent time keeping	E
Ability to work as part of a small team, whilst also working independently	E
Have a strong understanding of Health and Safety	E
Knowledge of Battersea / Wandsworth	D
Experience of working with volunteers	D

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 – we will organise the application for this with you.
- You will adhere to matters of confidentiality concerning this role and the KLS team.

Application Process

Please send a CV and covering letter addressing the role description to filsan@klsettlement.org.uk

Further Information

If you'd like to talk about this position in more detail then please contact Sarah Goodall

sarahg@klsettlement.org.uk