

Exercise at Home Coordinator

Salary: **£26 - 28,000 PA pro rata**

Hours: **14-21 hours per week (2-3 days)**

Contract: **1 Year with extension subject to funding**

Start: **September 2024**

Location: **Beethoven Centre, W10 4JL, other community settings and individuals' homes in the City of Westminster**

Closing date: **5pm, Friday 2 August 2024**

Interviews: **Week starting 12 August - interviews may also be scheduled as applications come in**

Are you passionate about supporting older people to develop and maintain their physical wellbeing? We are looking to recruit an Exercise at Home Coordinator, sitting within the Wellbeing & Connections team, to deliver a programme of activities that can support older people with mobility challenges through exercise at home.

The desired candidate will have a Level Three Fitness Qualification (PT) and will assist clients to gain confidence through movement, including chair-based exercise, and walking support for older frail clients in their home. The role is pivotal in enabling people with chronic conditions to become more active, and for people who have temporarily lost mobility to regain the confidence to walk. To ensure the ongoing effectiveness of this programme offer, the role will include training and supporting volunteers.

Role functions:

- Running our Exercise at Home programme – assessing new clients in their homes, prescribing exercise programmes for clients that align with their needs and goals, training volunteers to deliver the programmes, and managing the day-to-day running of the project.
- Delivering walking support sessions - these will be tailored to be accessible by those who have either recovered from a fall or have had surgery and need the confidence to access the community. These sessions will enable people to increase their mobility, whilst also having an opportunity to socialise with others in the local community. Training volunteers to assist clients with walking support will be a key part of the role.
- Co-ordinating other community-based physical wellbeing activities, including our monthly Flaneur Walks during the warmer months, and any new projects that arise.
- Networking with relevant local bodies, NHS trusts, GP clinics, and social services to make them aware of the services we provide and to strengthen our presence in the field.

The ideal candidate will have excellent interpersonal and organisational skills and have at least one year's experience of working with older people. A Level Three Fitness qualification is compulsory and a qualification in delivering exercise programmes for those with mobility issues would be advantageous.

Age UK Westminster aims to promote and enhance the well-being and quality of life of all older people in Westminster to help make later life a more fulfilling and enjoyable experience.

A job description is a written statement reflecting the main requirements and essential characteristics of the job. It is not intended to be an exhaustive list of the duties a post holder might be called upon to perform.

Key Responsibilities

- Manage and maintain a caseload of clients who are referred by partner organisations, community members and other sources
- Assess clients face to face and elicit their needs and wishes in respect of the programme
- Be aware of health and safety issues in relation to the programme activities, and advise the Wellbeing and Connections Manager accordingly
- Seek and record client and volunteer feedback, and compile information relating to quality standards
- Agree individual goal setting as part of a person-centred exercise plan
- Provide effective training, supervision and support to volunteers to ensure their safety, and to enable them to have a positive volunteering experience with AUK Westminster
- Ensure that accurate records are maintained, and that the client database is kept up to date
- Compile data and statistics for monthly and quarterly monitoring
- Maintain awareness of other models of good practice around exercise for people who have mobility issues
- Work alongside the Volunteer Coordinator to build links with a range of external organisations, and venues to source volunteers
- Contribute to the learning and development of the team by participation in events, training, forums and meetings on behalf of the team
- Be willing to give presentations about the service and its outcomes
- Ensure the safety and wellbeing of all members participating in our activities
- Arrange all facilities and services to enable the sessions to run including liaising with venues, organising payments, organising lunches, arranging bookings, staffing the transport, overseeing volunteers and resolving any issues
- Work with clients to contribute to the Exercise at Home programme, ensuring it reflects their interests and ideas
- Collect regular feedback from clients, staff and volunteers regarding the development of the sessions

- Attend and present at Volunteer Support Sessions

General Responsibilities

- To work independently and to manage own time effectively and make the best possible use of resources available
- Carry out all necessary administration for the project. This will include working with the Head of Services to develop and maintain appropriate monitoring systems, obtaining regular feedback, preparing statistical and other reports
- Participate in team meetings and training.
- Participate in personal, team and organisational development.
- Carry out other projects and tasks as needed.
- To work as a member of AUKW's staff team and support / assist colleagues in the achievement of objectives.
- To use initiative and work effectively with others
- To maintain service user confidentiality
- To undertake other duties as may be reasonably required by the Senior Management team or Trustee Board in the pursuit of the aims and objectives of Age UK Westminster
- To work within Age UK Westminster's values, principles, policies, and procedures.
- Support Age UK Westminster's approach to a broad, visible diversity and equality agenda and to ensure that we take account of the needs of the whole community.

Person Specification

Experience and Education

- A minimum of one years' experience of working with older people in the community
- Demonstrable success and at least 1 years' experience of managing and facilitating exercise sessions and/or groups in a community setting, preferably with older people
- Experience of working with volunteers including proven ability to coordinate volunteers
- Excellent communication skills; both written and oral. An additional community language would be an advantage
- To be experienced in working, and liaising with a variety of agencies and professionals (within the health sector would be an advantage)
- To have experience of engaging with individuals from diverse community groups
- Experience of project-based working and achieving targets (desirable)
- Experienced in collating data, utilising this to inform performance reports (desirable)
- To be experienced in working on a one-to-one basis with clients and with groups

Job Related Knowledge, Aptitude and Skills

- Knowledge and understanding of physical wellbeing and mobility issues including falls awareness
- Understanding and ability to implement principles of Safeguarding, Health and Safety, Equality and Diversity, Confidentiality & Data Protection
- To be computer literate and experienced in Microsoft WORD and EXCEL
- Have an understanding of older people's issues and their impact on the individual and family

- Ability to work individually using your own initiative with little supervision
- Experience of liaising effectively with professionals in a multidisciplinary environment to achieve the best outcome for patients
- Good organisational and management skills
- Ability to treat service users with respect and dignity at all times, adopting a culturally sensitive approach which considers the needs of the whole person
- Ability to build constructive relationships with clients and professionals
- Understanding and commitment to Equal Opportunities

Personal Skills

- Have a positive and enthusiastic approach to older people.
- Approachable, calm, coherent, reliable, empathetic
- Self-motivated with initiative and confidence to work alone
- Creative
- Good team player
- Disciplined and able to plan and manage time effectively

Other Qualities

- Flexibility in terms of working outside normal hours as, and when necessary

How to Apply

Please send your application to:

enquiries@ageukwestminster.org.uk.

Your application should include:

- a covering letter that explains how you meet the essential criteria and the date you can start.
- a CV detailing your recent experience, education and training
- names and contact details of two referees including one from your most recent employer/contracting organisation.