



<b>Job Title</b>	<b>Get Together Lambeth - MYsocial Events Worker</b>
<b>Team</b>	<b>MYsocial</b>
<b>Normal Hours</b>	<b>17.5 hours per week for 12 months</b>
<b>Salary</b>	<b>Grade 3 - £13,069 pa (£26,138 pa full-time equivalent)</b>

**About Age UK Lambeth.**

**Our Mission**

We support older people in Lambeth to live enriched, productive and purposeful lives: challenging the stigma of ageing, reducing social isolation and ensuring they get the right support at the right time.

**Our Values**

- We are Kind** We do everything in a spirit of kindness. The people we support deserve our respect and need our compassion, and we have their best interests at heart at all times.
- We are person-centred** We keep the people we serve at the heart of everything we do. Our older people are a rich source of inspiration, ideas and experience, and our working relationships with them are important to us
- We are outcome-focused** We help people find solutions that work for them. By being flexible, asking for feedback, and including our older people in developing new services, we can be sure they will get the right support at the right time.

**About MYsocial**

MYsocial : Building Community One Event at a Time.

MYsocial is a social membership service for adults of all ages. We are here to bring people together and feel part of their community, where members can build friendships, try new things, share their skills with others, and feel valued.

We are also here so that by the time people reach later life, our members have built a strong network of friends and community around them to reduce feelings of loneliness and social isolation. Every event on our calendar is focused on building those connections and increasing happiness and well-being.

It is a key belief within MYsocial that all members bring a wealth of knowledge and experience with them. Our members are our leaders and are involved in our decision-making.

**The Team**

- The Mysocial Manager. Ageing Better System Lead.
- MYsocial administrator.

- Get Together Lambeth Events Worker (this role)
- MYsocial Weekend Events Worker.
- Physical Activities Worker.

## About You

It's very important that you need to love people! And love a good natter. It's a great job for those who want to make a difference to people's lives and encourage friendships among our members. And to see each member as an individual who has something to give to our MYsocial community.

You need to be a 'glass half full' kind of person, be able to keep calm under pressure, with a positive outlook and lots of energy. MYsocial is at a really exciting stage of growth right now and we will welcome the energy you bring to our team.

You need to love seeing people meeting up, learning new things or trying new things to do. You need to recognise older people as an asset with a lifetime of experience and knowledge to share.

## About this role

MYsocial is Age UK Lambeth's social membership service that seeks to reduce social isolation and loneliness.

Get Together Lambeth is a diverse, Lambeth-wide events programme as part of our MYSocial project. MySocial is a membership-based social events and activities programme run by Age UK Lambeth (AUKL) that has 1,500 members and delivers up to 20 weekly activities, currently taking place mostly at Vidas Community Space in Brixton or online. Our members help design and deliver our events with organisational support from the project team. Events are designed to build friendships between people by doing what people love, and therefore having fun and connection-building are the priority.

This role is crucial in reaching members throughout all of Lambeth, with the goal of increasing attendance of both live and online events, and creates the opportunity for online and offline members to meet up, have fun, share their skills and feel part of our MYsocial community.

By being the person who hosts both live and online events you will be in a prime position to encourage members to join in with other events and try something new, be that friendly and familiar face to support members and help build strong connections for members in later life.

This role is to support our MYsocial Manager in producing an interesting programme of online and live activities based in Lambeth and hosting events that enable members (and our wider contacts) to feel that they are connected and can have some fun, try new things, share skills, and increase feelings of happiness and wellbeing.

## Job Purpose

1. To support the MYsocial manager by creating and facilitating an exciting calendar of online and live in-person events.
2. To create fun and welcoming events for members who may be struggling at the moment, to encourage members to participate and gain confidence at events.
3. Work with members in neighbourhoods to create local events they want.
4. To help members to feel part of a community, and that every member of MYsocial is seen as someone with something valuable to contribute.
5. To encourage members to engage with each other.
6. To ensure that members have a positive experience of MYsocial membership

7. To help and encourage members to facilitate their own events.

### Main responsibilities:

Event duties.	<ul style="list-style-type: none"> <li>● To host monthly in-person new member meet-ups in each of our 3 neighbourhoods.</li> <li>● To host 2 -3 in-person events each week spread across our 3 Lambeth neighbourhoods. Of these, at least 2 per month in the evening.</li> <li>● To host 2 online events per week, one of which will be in the early evening</li> <li>● To assist members who need help to take part in our online events, and direct them to our digital help sessions.</li> <li>● Encourage members to be involved in hosting and contributing where appropriate.</li> <li>● To be present at Vida's when required.</li> <li>● To attend a monthly team meeting.</li> </ul>
Administrative duties	<ul style="list-style-type: none"> <li>● Record all member attendance and engagement on the Churchsuite system of the events you create and host.</li> <li>● Create and enter event details into Churchsuite.</li> <li>● Keep the calendar up to date with correct information using the event template as a guide.</li> <li>● To send out invites and reminders to specific events as agreed with the MYsocial Manager</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>● Where necessary, direct members towards other services within Age UK Lambeth.</li> </ul>

### In the first 6 months, you'll

- Get to know the systems we use, Churchsuite, G-Suite, Intranet etc.
- Gain experience as an event host and planner.
- Listen to event feedback from members and adjust the programme accordingly
- Get to know our members
- Enjoy being part of an energetic and fast-paced environment.
- Have fun...honest!

### Learning & Development

You are expected to complete induction training relevant to your role including essential training covering: safeguarding, health & safety, and information governance. You are also expected to reflect on your own practice, identify areas for improvement and contribute to your annual personal development plan.

### Other

This job description does not provide an exhaustive list of tasks and activities but gives an indication of the scope of the role and main areas of work.

## Job Criteria

Criteria	Desirable	Essential	Application	Interview
<b>Values-based</b>				
1. Treats people with kindness, compassion and dignity		✓	✓	✓
2. Works together with others to find solutions		✓	✓	✓
3. Puts the members' needs first		✓	✓	✓
<b>Skills &amp; Knowledge</b>				
4. Has experience of running events or a huge desire to learn about event management.	✓		✓	
5. Skilled at hosting/using online event platforms.	✓		✓	
6. Excellent interpersonal skills that enable you to connect with people in an engaging and motivating way		✓	✓	✓
7. An understanding of the impact of social isolation and loneliness of citizens, especially older people		✓	✓	✓
8. Knowledge of the diverse health and social care needs of older people and those with disabilities		✓		✓
9. Competent in using information technology including various software applications, such as Churchsuite and Google applications - training will be provided on unfamiliar systems.		✓	✓	✓
10. Able to work flexibly including attending a monthly team meeting on a weekday and regular evenings.		✓		✓

## What you'll benefit from

- Brixton-based - close to good transport and a vibrant town centre
- Generous pension provision - 7% employer contribution
- 26 days holiday a year rising to 31 days after 5 years (pro rata)
- A great staff team

## How to apply

In addition to uploading your CV Please, send a cover letter of application answering the following 4 questions:

1. Why do you want to join us at MYsocial? And why now?
2. Tell us why you think it's important for a service such as MYsocial to exist.
3. Tell us what skills and experience you could bring to MYsocial and this role in particular.
4. How would you ensure we provide events to reflect the diversity of our members and Lambeth?

## Closing date

Friday, May 24th at 5 pm.

## Interviews

Interviews will be held in Brixton, week commencing on the 3rd of June.