



## Older People's Programme Worker (Part-Time)

### About us

St Hilda's East is a vibrant, multi-purpose community organisation providing a wide range of lifechanging services and opportunities for local people of all ages experiencing social isolation and economic disadvantage – pre-school activities and youth projects, support for older people, legal advice, a food co-operative, volunteering and training placements.

Founded in 1889 by the Guild of the Cheltenham Ladies' College, we now work across 2 sites within the London Borough of Tower Hamlets – our large community centre in Shoreditch and our Day Centre for older people serving the diverse community of Shadwell. In 2024, we are celebrating the 135<sup>th</sup> anniversary of St Hilda's East by raising our profile and strengthening links with our supporters.

See [www.sthildas.org.uk](http://www.sthildas.org.uk) for more information.

### Job Description

<b>Job Title:</b>	<b>Older People's Programme Worker</b>
<b>Reporting To:</b>	Over 50's Programme Coordinator
<b>Working Alongside:</b>	St Hilda's Staff, External tutors and practitioners
<b>Workplace:</b>	St. Hilda's East, Club Row, Shoreditch, E2 7EY
<b>Salary:</b>	£13.15 per hour.
<b>Hours:</b>	15 hours per week. (0.4 fte)
<b>Annual Leave:</b>	25 days plus bank holidays

### Job Purpose:

As a member of our Programmes team, you will work with the Over 50's Feeling Good team to develop and deliver a range of activities for older people. This role will also have a responsibility for increasing the participation of older men and facilitating sessions for men. You will undertake targeted outreach and promotion of the activities and sessions with the aim of improving wellbeing, social connection for local older people.

## Tasks/Responsibilities

- Play a lead role in developing, coordinating and delivering activities, particularly those that will appeal to male residents,
- Work with group members to co-design sessions and coordinate activities with the aim to improve wellbeing and reduce isolation
- Responsible for facilitating men only activities
- Recruit and support a small team of volunteers to help run the sessions.
- Promote the sessions including liaising with local organisations and creating social media content to encourage and enable men to attend.
- Develop partnerships with local agencies, including voluntary sector organisations.
- Coordinate and maintain relationships with external facilitators
- Use IT systems to support the delivery of the Programme such as Beacon CRM and Canva and Microsoft suite
- Work with the Over 50's Programme Co-ordinator and Head of Programme Development on the strategic development of the programme.
- Lead on the administration for the programme specifically in relation to data input to ensure there are accurate records of activities and participants
- Undertake monitoring and evaluation of the programme, including recording and tracking attendance and collecting feedback using Beacon CRM, undertaking case studies, focus groups and surveys and producing monitoring and evaluation reports for funders.

## General Responsibilities:

- Participate positively in regular supervision, appraisal, and training and networking events.
- Ensure that all SHE policies and procedures are adhered to, particularly those relating to safeguarding, confidentiality, health and safety, equal opportunities, and the environment.
- Undertake any other duties that may be required which are commensurate with the role.

## Person Specification

### Essential Skills and Abilities

- Experience of delivering activities for older people and/or experience of facilitating activities in a community setting.
- Commitment to making a positive difference in the lives of older people.
- Experience of working with older men
- An understanding of key issues affecting older people and specifically local male residents.
- An understanding of the challenges for some residents living in Tower Hamlets, such as poverty, social exclusion and poor health.
- Ability to manage own time, prioritise responsibilities across projects, and deliver to deadlines.
- The ability to outreach in the local community.
- Commitment to and ability to inspire commitment to St Hilda's East values and mission
- Excellent communication and interpersonal skills, including the ability to collaborate with service users, partners, St Hilda's East staff and external tutors and practitioners.
- A good understanding and commitment to equal opportunities, diversity and inclusion, including understanding the needs of differing communities
- Sufficient IT skills - able to use Microsoft Suite and CRM.

### Desirable Skills and Abilities

- Knowledge of the Tower Hamlets area and community.
- Knowledge of safeguarding issues with regard to vulnerable people, and the ability to raise safeguarding concerns.