



Healthy Ageing Project Coordinator

Terms and Conditions for the Post

Salary Scale	£27,000 PA FTE
Pension Scheme	Teignbridge CVS provides 5% pension scheme
Normal Hours of work	20 hours/week *
Holiday Entitlement	5 weeks, 1 day plus public holidays pro rata for part time staff
Expenses	Expenses for journeys and other eligible activities carried out whilst on CVS Business will be paid in accordance with Teignbridge CVS' rates and within the budget allocated
Responsible to	CVS Trustee Board and Line Managed by CVS Community Development Support
Probationary Period	There will be a 3-month probationary period

** We are able to consider a request for a reduced number of working hours/week for the right candidate*

Job Description

Background

Teignbridge CVS is leading a partnership for South Devon to explore how to improve the health and wellbeing of our older population. A Live Longer Better programme has been running in Torbay for the last few years and we are now looking to extend this model into South Devon with a particular focus, initially, in parts of Teignbridge; parts of Newton Abbot Moorland areas.

Live Longer Better is a national programme which aims to help people live a longer, healthier life, reducing the risk of frailty, falls and dementia and therefore reducing the need for social care. It focuses on preventing isolation, increasing physical activity, promoting knowledge and understanding to counteract the detrimental effects of ageism and creating environments that support older people to fulfill their potential.

Working with partners, the programme will test models of delivery across 15 months, engaging residents, the wider VCSE and public sector partners to design and deliver a programme that is fit for purpose for the longer term.

Job Role

The post holder will develop and deliver a pilot Healthy Ageing programme based on the national Live Longer Better model. This will be initially in the Newton Abbot and Moorland areas of Teignbridge. The post holder will work closely with the partners in the programme; Torbay Community Development Trust, Active Devon, Learning with Experts and Newton Abbot CIC along with potential delivery providers including primary care and VCSE partners, to determine the most effective way to improve the health and wellbeing of the older population in these areas.

Key Responsibilities

Setting up and promotion

- To bring together partners and other stakeholders to form a steering group for the South Devon programme to enable meaningful and successful outcomes for the programme and to attend these steering group meetings and the wider area partnership steering group meetings.
- To build positive relationships with the public, VCSE organisations, local business and statutory agencies
- To lead on the promotion of the programme including creating branding to promote the programme through communication teams and social media.
- To have an excellent understanding of the national Live Longer Better model and how it can be utilized

Delivery

- To plan, implement and deliver engagement across communities, VCSE organisations, statutory teams and primary care (PCN's) to identify appropriate training needs and delivery design.
- To make use of existing networks to engage with older communities for their input into programme design and to recruit older people to participate in the work of the programme.
- To lead the development and delivery of the Healthy Ageing programme on behalf of the steering group through delivering facilitated training programmes for the public and health professionals.
- To encourage older people into healthy activities to improve their health and wellbeing, reduce the risk of falls and frailty, improve resilience to illness, provide information and advice and help with the challenges related to loneliness and isolation.
- To support a range of VCSE organisations in providing activities and services for local older populations to increase their independence and improve their health and wellbeing.
- To develop and deliver a support and training package for older people using both virtual and in person options and to train volunteer champions to support the work of the programme.
- To take referrals into the Healthy Ageing programme including from PCN Social Prescribers, VCSE organisations, Wellbeing Teams, Adult Social Care teams and programme partners.
- To encourage group and peer group development as a way to embed lifestyles that lead to more healthy ageing.
- To ensure the programme is delivered within a framework of relevant policies and procedures for safe and legal delivery.
- To distribute new licenses from Learning with Experts for professionals and the public to enable access to the online support within the programme.

Administration and monitoring

- To monitor, evaluate and report on the programme ensuring it targets and reaches all relevant stakeholders.
- To work with programme partners to source continuation funding and the expansion of the programme into other areas of South Devon.
- To support the work of the other members of Teignbridge CVS when necessary for the good of the organisation, to share intelligence and to undertake joint working where appropriate.
- To be self-serving administratively

Other duties

Other duties will include any other general duties as may be required reasonably by the line manager. Staff in Teignbridge CVS work as a team; our team is expected to share workloads and become familiar with a range of common duties to ensure continuity of service during peak periods, sickness absence and holidays

Person Specification

CATEGORY	REQUIREMENTS	ESSENTIAL/ DESIRABLE
Experience	Experience of partnership working. Experience of report writing for a variety of recipients, including partners, stakeholders and funders. Experience of building stakeholder relationships Experience of delivering or facilitating learning events Experience of working with a health and wellbeing focus Experience of working with older people	E E E E E

<p>Skills/Abilities</p>	<p>Excellent communication skills (written and verbal) in dealing with people at all levels</p> <p>Ability to make decisions</p> <p>A commitment to accuracy</p> <p>Ability to adjust to changing priorities effectively</p> <p>IT skills including Microsoft office, Email, Databases and social media.</p> <p>Ability to manage, monitor, plan and prioritise time effectively.</p> <p>Ability to relate to people from a wide range of backgrounds with skills to motivate and encourage them to take action.</p> <p>Ability to motivate people outside the programme to achieve shared objectives</p> <p>Ability to be proactive member of a team in a shared office</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
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Personal Attributes	A flexible and professional approach to work and a willingness to work within a changing environment, including a 'can-do' attitude	E
	Ability to prioritise and multi-task	E
	The ability to travel freely for work purposes.	E
	Confident in working 'on the ground' in communities.	E
	A confident and flexible team player	E

Anti-discrimination	Commitment to anti-discriminatory practice.	E
	Commitment to implement the Equal Opportunities policy of Teignbridge CVS	E

How to Apply – Please submit an application to us at office@teigncvcs.org.uk by Noon 22nd January 2025 . Your application should tell us why you are interested in this new role and the skills and experience you are able to bring to the role. You should use Teignbridge CVS Application Form*. Please refer to our Person Specification which outlines the knowledge, skills and experience we consider key to the role. Please also submit the equal opportunities form and personal details sheet; neither of these forms form a part of the Shortlisting process

*Please contact CVS if you need a different format for your application.