



**Lincolnshire YMCA Ltd  
Job Description**

**TED Ageing Better in East Lindsey  
Community Officer  
£25,000 37.5 hours/5 day week\***

**\*1 day a week to include work within the City of Lincoln (subject to successful funding)**

**Job Title:** TED Ageing Better in East Lindsey - Community Officer

**Responsible to:** TED Ageing Better in East Lindsey Programme Manager

**Contract Duration:** Fixed Term to 31<sup>st</sup> March 2022 with a possibility to extend subject to future funding.

**Location:** YMCA Office in Sleaford with regular requirement to travel across East Lindsey and therefore a full driving license is required.

**Job Purpose**

The post holder will support the TED Ageing Better in East Lindsey Programme Manager and members of the TED Ageing Better in East Lindsey Team with a particular focus on supporting the business community.

**Duties and Responsibilities**

- Implementation and monitoring of the TED Ageing Better in East Lindsey Delivery Plan in support of the TED Programme Manager, with a particular focus on supporting the business community to be more aware of what it means to be Age-friendly.
- Ensure that the TED Ageing Better in East Lindsey Programme fully engages with the older people it represents, in particular those that are harder to reach, using this to inform service delivery so that services are co-designed and co-produced by older people.
- To develop a legacy and sustainability strategy together with the Programme Manager, for the TED Ageing Better in East Lindsey Programme.
- Support communities to develop and implement robust recovery and emergency resilience plans.
- Work with the TED Ageing Better in East Lindsey Team to ensure that local evaluation data is collected, processed and included within relevant reports, including the implementation of Date capture as required by The National Lottery Community Fund. This covers learning which can be immediately implemented to improve projects in the short-term, but also wider learning about loneliness and social isolation. Learning is shared among delivery partners, with other stakeholders in the county, with the other Ageing Better programmes around the UK and with The National Lottery Community Fund.
- Ensure that the TED Ageing Better in East Lindsey Programme fully engages with the older people it represents, in particular those that are harder to reach, using this to inform the strategic direction of service delivery so that services are co-designed and co-produced by older people.
- Work with the TED Programme Team to implement the wider TED Ageing Better in East Lindsey sustainability plan, helping to demonstrate an impact on key outcomes, investigate the potential to establish a social enterprise that supports older people.
- Represent and promote YMCA Lincolnshire and TED Ageing Better in East Lindsey to the public in a variety of forums using a blend of communication and digital channels to ensure that older people's needs and views are the main consideration.
- Participate in any internal / external meetings as required.

### **Compliance**

- To apply organisational compliance related to GDPR, Health & Safety and safeguarding with staff, volunteers and customers in relation to TED as directed.

### **Data, Reporting and Analysis**

- Report to the TED Programme Manager, TED Delivery Partners Group and the TED Project Management Group, including providing timely and sufficient information on areas of responsibility to enable them to make fully informed decisions.
- Ensure that a common approach to evaluation and outcomes monitoring is maintained and consistently implemented.
- Ensure that effective reporting mechanisms are established and maintained in order to provide clear evidence of achieved outcomes to stakeholders and funders. This includes maintaining timely and appropriate communications with and reporting to The National Lottery Community Fund.

### **Teamwork & Inclusivity**

- Work in co-operation with other team members, adhering to all policies and procedures, including Equal Opportunities.
- Ensure all volunteers and beneficiaries have equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
- Any other duties which may be required within the scope of the post.

***This role may bring the post-holder into direct contact with vulnerable adults and as such is subject to an enhanced Disclosure and Barring Service check.***

**Person Specification**

**Knowledge & Experience**

- Knowledge/experience of working in the business sector.
- An understanding of the challenges facing the ageing population of Lincolnshire, and more specifically East Lindsey.
- An understanding of the challenges faced by vulnerable adults
- A good geographical knowledge of the project area.
- A good understanding of the recruitment, management and ongoing support of volunteers.
- Knowledge of effective communication techniques and approaches suitable for different audiences.
- Experience of report writing for a variety of recipients, including partners, stakeholders and funders.
- Experience of working in the voluntary sector.
- Experience of managing and supporting volunteers.
- Substantial paid or unpaid experience of working with communities and/or community groups.
- Knowledge of evaluation methods and processes, including Outcome based approaches.

**Competencies & Qualifications Required:**

- Skilled in the use of the Asset Based Community Development process and methods by which to identify community assets, needs, opportunities and responsibilities.
- Excellent communication skills both written and verbal.
- Ability to identify vulnerable adults at risk and understanding of the statutory mechanisms in place to protect vulnerable people.
- An understanding and empathy of the needs of older people.
- Highly energised and motivated, high level of commitment and passionate about achieving a sustainable legacy for Lincolnshire YMCA.
- Ability to build strong relationships and partnerships relevant to the development of the charity's profile and strategic aims.
- Ability to manage, monitor and plan your time effectively.
- IT skills, including Microsoft Office, email, databases etc.
- An understanding, empathy and sincere regard for the needs of older people living in rural areas.
- A passionate people-person, able to effectively engage with people to achieve positive outcomes for the TED programme.
- An interest in how organisations and systems respond to the challenges and opportunities in relation to an ageing population
- Ability to travel freely for work purposes, and a willingness to work outside of usual office hours when required.