

Opportunity Profile

Older People



Role Title:	Activity Support Worker
Reporting To:	Genesis Community
Based at:	East and West regions London Office-wise based at 2A initially with projects across London
Commitment:	2 – 4 hours per week (including travel)
Role Purpose:	To support the older persons team and GHA residents who are engaged with Genesis OP Programme. The programme needs motivated and enthusiastic individuals to work independently and as part of a team providing support with activities, events and training (including conception and delivery) across a variety of OP projects.
Tasks and Activities Include:	<p>Work with the older people's team and other staff you may be assigned to.</p> <p>Support and deliver consultation and engagement activities with Older People.</p> <p>Support the OP team with delivery of the intergenerational programme across East and West divisions.</p> <p>Promote the Community Chest, Knowles Trust and other grants to groups and individuals.</p> <p>Work with the OP team to build on the social enterprise and voluntary projects.</p> <p>Promote digital inclusion and support training, events and engagement around this.</p> <p>Collect data and evaluations of projects, analysed and submit in relevant format.</p>

	<p>Events planning and support with initiating from start to finish.</p> <p>Signpost the older people to agencies that she/ he may wish to have support through e.g. housing, employment, training, health, etc.</p> <p>Attend training and team meetings.</p> <p>Feed back to the OP team on a regular basis your progress.</p>
<p>What's in it for you:</p>	<p>You will have the opportunity to work as part of a team developing your project management and community skills.</p> <p>We will also provide training in general work based skills</p> <p>You will gain vital, well rounded experience to help your CV stand out. Your new skills may be able to help you with seeking future employment within community development and the housing sector.</p> <p>You will be working in a fast paced and ever changing environment where boredom does not come easily.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Good communication and listening skills and the ability to demonstrate empathy • An understanding of issues that affect older and vulnerable people. • A willingness to attend training and develop skills as required • Interested in event management and project delivery. • Basic knowledge of computer programmes (word, excel) and internet searching. • Be a team player and willing to help out and use your initiative.
<p>Training and Development:</p>	<p>You will receive an Induction Pack and on-going support from a dedicated member of Genesis Community OP Team to discuss your progress and personal development needs.</p>

Equal Opportunities:	Genesis Community seeks to reflect the diversity of the community it serves through its volunteer base. * See Genesis equalities policy.
Confidentiality:	<p>You will be asked to sign a confidentiality form that outlines your responsibility to respect confidentiality on any matters in relation to your volunteering role.</p> <p>As part of the role you subject to satisfactory police clearance (CRB).</p>
Notes:	<ul style="list-style-type: none">• If working a full day, lunch will paid on receipt of an invoice up to £5.00• Reasonable travel expenses reimbursed.

For any questions on this form please contact Richard Sharp

Email Richard.sharp@genesisha.org.uk

Mobile 07740022436