

<b>JOB DESCRIPTION</b>	<b>INTER-GENERATIONAL PROJECT ACTIVATOR</b>
Project:	Reuniting the Generations
Responsible to:	Chief Operating Officer
Responsible for:	Volunteer activator(s)
Main Purpose of Role:	<p>The role is to build understanding and relationships with the residents, relevant staff as well as any partner organisations to help co-design a programme of inter-generational activities that will be delivered to benefit all parties involved.</p> <p>The key to a successful implementation and delivery will be the development of close and mutually beneficial working partnerships in a healthy and open environment, working closely with both the settings management and partner nursery.</p> <p>You will also be required, where requested, to undertake other Be Well activities such as delivering our external Be Well sessions.</p>
Main Duties and Responsibilities:	<p>To work with all partner organisations to understand the needs of the unique groups involved and create .and sustain relationships with residents.</p> <p>Develop and sustains partnerships with setting managers and establish and maintains links with partner nursery.</p> <p>Plan quarterly calendar and create weekly activity programmes, one-off events as well as facilitating activity planning discussions.</p> <p>To assist in sourcing and securing appropriate session deliverers.</p> <p>Coordinate, deliver and support sessions, as well as training and supervision of volunteer activators.</p> <p>Record attendance, collect and file participant Wellbeing Indices to assist in production of monthly project reports, monthly calendar and newsletter.</p> <p>Collect and file images of activities, residents’ stories and other evidence of project progress.</p>

<b>PERSON SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>
Experience and Knowledge	<p>Experience of working on own initiative</p> <p>Problem solving</p> <p>Awareness of Be Well and its ethos</p>	<p>First Aid qualification</p> <p>Experience of working with older people</p> <p>Experience of working/volunteering in customer facing environments</p> <p>Experience of working with nursery children</p> <p>Experience of partnership working</p> <p>Knowledge and facility with use of MS Word, Excel, Access and Powerpoint</p>
Communication Skills	<p>Empathy with client groups</p> <p>Open and friendly demeanour</p> <p>Literate and numerate</p>	<p>Customer care skills and behaviours</p> <p>Good written English</p> <p>Understanding of teams and how they work</p>
Management Skills	<p>Ability to give and receive feedback of performance and behaviours</p>	<p>Experience of leading a small team</p>
Personal Qualities	<p>Openness and ability to adapt</p> <p>Resilience</p> <p>Flexibility</p> <p>Resourcefulness</p> <p>Able to work on own initiative</p> <p>Positive outlook</p> <p>Great communication skills</p>	