**JOB DESCRIPTION & PERSON SPECIFICATION**

# Job Description

**Job Title:** Programme Facilitator

**Responsible To:** Older People Manager

**Based at:** Bogside and Brandywell Health Forum, Gasyard Centre

### Hours of Duty: 21 Hours per week

### Contract: 16 hrs per week until June 2027,

### additional 5hrs per week funded until 30th March 2025 with possible extension depending on funding.

**Salary:** £23,893 Gross pro rata

## Primary Function

To actively contribute to the development and implementation of older people programmes on behalf of the Bogside and Brandywell Health Forum. A key aim for the Programme Facilitator will be to recruit participants and ensure optimum delivery of each programme to funder and Bogside and Brandywell Health Forum specification.

**Key Responsibilities:**

To assist in the delivery of innovative interventions and programmes to meet the social and physical needs of participants.

To support BBHF’s social economy by organising a range of activities e.g. health checks.

To organise and deliver three Falls Prevention Programmes in partnership WHSCT annually.

To ensure that programmes are targeted, organised and implemented appropriately within the Health Forum’s targeted areas.

To liaise closely with older people manager and other key staff in the effective coordination of older people programmes.

To actively recruit participants onto programmes using Bogside and Brandywell Health Forum communication platforms and other fora.

To promote the project through networking with appropriate agencies and

stakeholders.

Promote the benefits of each programme in enhancing physical, emotional and social wellbeing of people.

Build strong working relationships with community partners/organisations.

To ensure that appropriate information systems are maintained to allow easy monitoring and evaluation of programme delivery work.

To produce an action plan in keeping with the work of the BBHF targets.

To observe strictly the principle of confidentiality.

**Other duties:**

To have an understanding (appropriate to the role) of, and comply with, BBHF’s

procedures for promoting and safeguarding the welfare of children and vulnerable

adults.

To create and maintain good working relations with Health Forum members, staff, colleagues and clients.

To operate Health and Safety at Work procedures.

To support the administration function within the organisation as and when required.

To carry out any other reasonable duties required by the Older People Manager, Director or Health Forum Board Members.

*This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the jobholder. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.*

Person Specification

**Post: Programme Facilitator**

**Location: Foyle Valley Railway, 1 Foyle Road, Derry.**

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS**  **AND/OR**  **EXPERIENCE** | NVQ level 3 or equivalent in health/social care and 2 years’ experience implementing programmes in health, education, youth or family support  Or  Three years’ experience of implementing programmes in health, education, youth or family support work | Experience of working in various community settings |
| **KNOWLEDGE OF** | Knowledge and understanding of the health and wellbeing needs of older people.  Knowledge and understanding of safeguarding children and vulnerable adults, including the ability to identify, assess and respond to risks. | Knowledge of Neighbourhood Renewal objectives  Knowledge of the various community groups and support services in the area |
| **SPECIAL APTITUDES** | Excellent interpersonal skills  Excellent communication skills  Excellent organisation and time management skills  Excellent facilitation skills  Proven ability to work on own initiative.  Ability to work to short deadlines.  Report-writing skills. |  |
| **SPECIAL**  **CIRCUMSTANCES** | Possess a full valid driving licence and access to a car OR can demonstrate mobility to carry out the functions of the job effectively and efficiently.  Can work flexible hours. |  |