

Improving the lives of  
Older People in Ballymena,  
Larne & Carrickfergus



INFORMATION  
FOR APPLICANTS

# EMPOWER

Community  
Development  
Officer

JANUARY 2025



Dormant  
Assets NI

Delivered by

THE NATIONAL LOTTERY  
COMMUNITY FUND

We're an  
Age-friendly  
Employer







## Who are we?

**Mid & East Antrim Agewell Partnership** (Agewell) is a local charity aimed at improving the lives of Older People, aged 50 years and over, living in the Ballymena, Larne & Carrickfergus areas.

Since its inception, the charity has grown in strength and now supports a membership of over 75 community groups as well as over 1800 individual Older People from all over Mid and East Antrim through a variety of health and wellbeing services and initiatives.

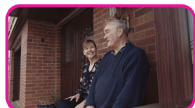
## Our Vision

**Agewell's** vision is for "Mid & East Antrim to be a place where everyone can actively 'agewell' together, being involved, heard and valued".

**Agewell** listen to Older People's lived experience to pursue opportunities that will improve health and wellbeing for the ageing population in our community now, and in the future.



Better  
**PHYSICALLY**



Better  
**EMOTIONALLY**



Better  
**CONNECTED**



## Our Programmes

**Agewell** run a range of projects including;



**Ageing Well Services** - We work in partnership with Mid & East Antrim Borough Council Community Planning Partnership to support the delivery of the 'Good Morning' telephone befriending service in each of the areas, as well as an Older Person's Handyman service for small home repairs.



**IMPACTAgewell**

**IMPACTAgewell®** - Our innovative, community led, asset based approach to integrated care which has been developed and delivered by a wide range of healthcare practitioners including GPs, Community Pharmacists, Social Work teams and Commissioners, thanks to funding from The Dunhill Medical Trust and The Health & Social Care Board.



**Connect North** - We partner with Age NI to deliver the Connect North Service for Mid and East Antrim which is funded by the Northern Health & Social Care Trust. Connect North is a holistic Social Prescribing service for the Northern Trust area which aims to support adults aged 18 years and above and living in or registered with a GP in the NHSCT area who are experiencing social, emotional or practical issues which are affecting their health & wellbeing and require assistance from a Link Worker to determine appropriate supportive services.





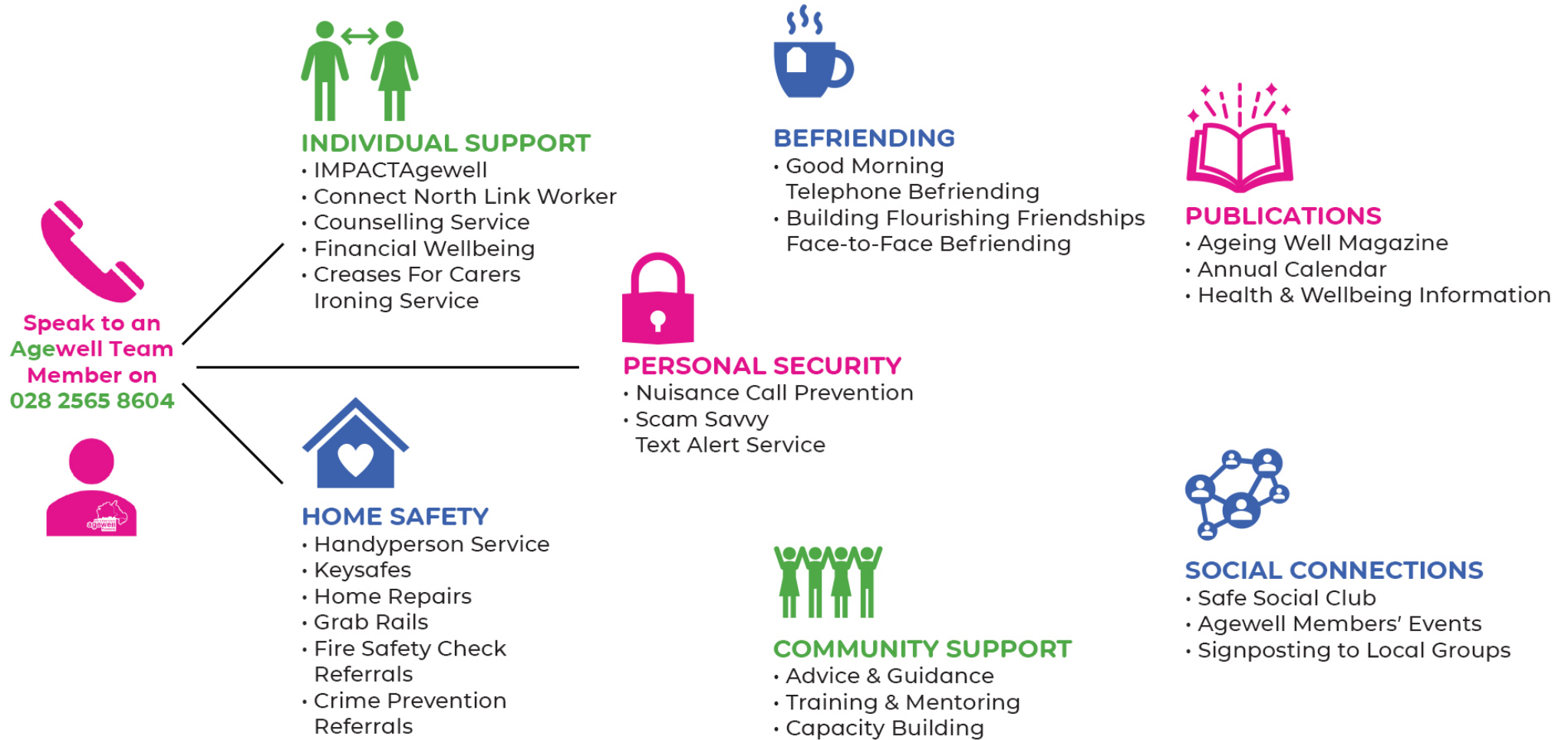
**Health and Wellbeing Projects** - Agewell also run a variety of small but vital projects relating to the health and wellbeing of Older People in our area. These have included; 'Healthy Steps to Ageing' – a Building Community Pharmacy Project designed to support Older People identified as needing support and more recently, in light of the COVID-19 pandemic, we have developed projects which will help Older People gain access and connect to the digital world.



**Community Engagement and Support** - As a charity, we collaborate closely with local statutory and voluntary partners to provide community support for Older People, enhancing their physical health, emotional well-being, and social connections. We currently support a network of over 75 Older People's groups across Ballymena, Larne, and Carrickfergus. Our support spans areas such as governance, project management, PR and marketing, strategic planning, and income generation.



## HOW CAN WE SUPPORT YOU? ONE PHONE CALL CAN OPEN MANY DOORS



## Our Reward Statement

### Encouraging work life balance

- 37 days paid annual leave (including bank holidays), pro-rata for part-time
- Increased annual leave entitlement, based on length of employment
- Smart working options (with the opportunity to work remotely)
- Flexible working options – Job Share would be considered for this post

### Thinking about your finances

- Auto Enrolment in our Workplace pension with Employer contributions at 3%
- Business Expenses and Mileage

### Enriching your life at work

- Personalised development plans with a wide range of training courses and opportunities to source additional training options
- New, modern offices that embrace working together both in-person and remotely
- Various opportunities to influence how we internally operate (including surveys, and focus groups)
- Active and supportive internal employee networks for collaboration and peer support
- Two days paid leave a year to volunteer for other local charitable causes

### Caring for you and your family

- Generous sick pay entitlement
- Opportunity to accrue Time off in Lieu
- Benenden Health cash plan to help offset the cost of health care for you and your family
- Enhanced leave for new parents
- Free access to a confidential independent counselling service
- Additional Mental Health Leave Days
- Special leave options (such as up to 3 days paid leave for domestic or personal emergencies a year)
- New family-friendly benefits, including paid leave: In the event of miscarriage or still birth, to support fertility treatments or adoption process for antenatal appointments for both parents
- Company Maternity and Adoption Pay
- Shared Parental Leave Policy

# EMPOWER

## Community Development Officer

|                         |   |
|-------------------------|---|
| <b>Job Title</b>        | Community Development Officer Empower Project   |
| <b>Location</b>         | Broughshane House, 70 Main Street, Broughshane  |
| <b>Hours</b>            | 35 Hours (Potential for Job Share)  |
| <b>Salary</b>           | £25,843.28  |
| <b>Responsible to</b>   | Executive Director for Community Programmes   |
| <b>Annual Leave</b>     | <ul style="list-style-type: none"> <li>• 37 days paid (including bank holidays) pro-rata for part-time</li> </ul> |
| <b>Term of Contract</b> | Fixed Term until 31 March 2027  |

### Job Purpose

The purpose of this role is to support and empower local Older People's community groups from Mid and East Antrim by collaborating with them to co-design action plans to enhance their capacity through targeted interventions, and promote good governance, sustainability, and succession planning.

The role involves identifying and addressing training needs, facilitating age-friendly training programs, and fostering volunteering opportunities to strengthen community engagement. Additionally, the role supports groups in securing funding, managing budgets, and organizing activities that promote the wellbeing of Older People.

By providing regular updates, monitoring progress, and distributing a monthly e-zine, the role ensures effective communication, resource sharing, and the sustained development of vibrant, self-sufficient Older People's groups.





# EMPOWER

## Community Development Officer

### Key Roles and Responsibilities

- To work with Older Peoples groups in a co-design process to develop action plans
- To develop the capacity of existing local Older Peoples community groups through a range of interventions
- To support the development of good governance, succession planning and sustainability for Older People's community groups
- To identify the training needs of local Older People's community groups and provide appropriate training programmes in an age friendly manner either directly or by utilising the resources of other training organisations
- To promote and encourage volunteering opportunities for local Older People and match Volunteers to local Older People's community groups
- To identify and share funding opportunities for local Older People's groups, and to support Older People's groups to develop their skillset in applying for funding
- To support Older People's community groups to access and facilitate activities which support the wellbeing of local Older People
- To provide regular written progress reports as and when required and ensure all monitoring and evaluation is carried out in line with the agreed specification
- To manage a project budget in line with agreed funding
- To compile and distribute a monthly ezine for local Older People's community groups with relevant information on support, opportunities and training



# 10 EMPPOWER

## Community Development Officer

### Supervision Received

Direct supervision by the Executive Director for Community Programmes & Finance, but the Home & Life Assistant is expected to display significant initiative within the framework of agreed work-plans.

### Work Complexity

The job requires the application of a wide range of skills, and an ability to effectively manage time and resources. This position is central to the overall success of the work of Agewell. It requires initiative, enthusiasm and drive.

### Confidentiality

The post holder should ensure professional confidentiality as appropriate.

At Agewell we pride ourselves in being able to offer exciting opportunities and training to staff members to allow them to work on their professional development within the organisation.

### General

The job description is a general outline of the post as it is currently perceived by Agewell. This job description is not intended to be restrictive or definitive and will be modified to meet the requirements of the evolving needs of the services we provide. The responsibilities of the post will change in line with continuous improvements as Agewell aims to meet its vision, strategic planning and best response to the needs of clients accessing our services.

- Members of staff are expected to treat those with whom they come into contact in a courteous and respectful manner in accordance with the Dignity at Work Procedure.
- Staff are expected to demonstrate their commitment to Agewell by their regular attendance and the efficient completion of all tasks allocated to them.
- Staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do).
- Staff must co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare.
- Staff must follow the training they have received when using any work items their employer has given them.
- The post holder will maintain high standards of personal accountability.

# EMPOWER

## Person Specification

### Qualifications and Experience

- A recognised third-level qualification with at least one year of experience in community development, or a related field **OR** a minimum of three years' full-time experience working in community development, or a related area.
- Proven experience of working with community groups to enhance their capacity and resilience, preferably with a focus on Older People.

### Skills and Abilities

- Strong communication and interpersonal skills to engage effectively with diverse stakeholders.
- Ability to organise and facilitate training, workshops, events, and activities that meet project goals in an Age-Friendly manner.
- Competence in monitoring, evaluating, and reporting on project outcomes.
- Proficiency in IT systems, including Microsoft Office Suite, to support project delivery and administration.
- Capability to work independently and as part of a team to meet deadlines and targets.

### Circumstances

- Full driving licence and access to a car for business purposes or access to a form of transport that will meet the travel requirements of the post.
- Ability to work evenings and weekends if required.
- To comply with all Agewell policies and procedures

### Desirable Criteria

- Previous experience within a charity.
- Knowledge of the challenges and opportunities within the community.
- Experience in advocating for Older People and supporting their inclusion.
- Understanding of funding applications and compliance requirements for funded projects.

## Recruitment Process

### How to apply

Applications will only be accepted on the official application form.

Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.

It is the responsibility of the applicant to ensure that they upload the:

1. Application Form and
2. Equal Opportunities Monitoring Form

It is the responsibility of the applicant to ensure that they send their completed application form and Equal Opportunities form to [recruitment@meap.co.uk](mailto:recruitment@meap.co.uk) or return them to our office, addressed to **Agewell Recruitment, Broughshane House, 70 Main Street, Broughshane, Ballymena, BT42 4JW**. Printed copies are available upon request.

The closing date for applications is noon on **13th February 2025**. Applications received after this time and date will not be accepted.

We look forward to hearing from you, and wish you all the best in your application and the process ahead.

For any queries please contact [recruitment@meap.co.uk](mailto:recruitment@meap.co.uk) or **02825658604**.



## Privacy Notice

Mid & East Antrim Agewell Partnership collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

### What information does the company collect and how?

Agewell collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history; information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements; information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

### Why does Agewell process personal data?

Agewell collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Agewell has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

### Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

**How does Agewell protect data?**

Agewell takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

**For how long does Agewell keep data?**

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

**Your Rights**

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Agewell to change incorrect or incomplete data;
- require Agewell to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Agewell is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Agewell during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

# Agewell

Mid & East Antrim  
Partnership

## Mid & East Antrim Agewell Partnership

Broughshane House, 70 Main Street  
Broughshane, Ballymena  
BT42 4JW

 [www.meap.co.uk](http://www.meap.co.uk)

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