



Vitality Over 55 Project

Recruitment Information Pack

April 2025



About Springfield Charitable Association

Mission

Springfield Charitable Association (SCA) is a charitable social enterprise providing services for the community in West Belfast since its establishment, in 1980. Our core aim is to make a distinctive contribution to the health and well-being of people in our communities in a way that is ethical and sustainable.

Vision

Our vision is for the development of healthy, vibrant, inclusive and prosperous communities.

Values

The following values underpin SCA's work:

- Inclusiveness
- Caring for others
- Respect for everyone
- Belief in the benefits of Innovation and Creativity
- Commitment to delivering Quality Services
- Being Supportive
- Integrity
- The Importance of Health

Our History

Springfield Charitable Association has a history of working with older people through its Day Care Centre, its Advice services and its Hydrotherapy Pool/Recovery Hub.



The Job Description

Job title: Vitality Project - Programme Manager

Reports to: Springfield Charitable Association Board of Directors

Job Purpose:

To provide leadership and management for the People and Communities Vitality Over 55 programme of activities and services to engage older people (over 55's) and encourage them to participate in a range of indoor and outdoor activities that will improve social contact and promote wider mental and physical health and well-being benefits.

Information about the role:

The Covid-19 pandemic disproportionately impacted older people (55 years+) in our local community, due to factors such as social isolation and suspension of services. These older people, often coming from highly deprived backgrounds, can feel ignored and socially marginalised. The Vitality Over 55 project has been developed to address the needs of such people. It has been shaped by input from service users and other local community stakeholders. It responds to a demand for the extension of existing Springfield Charitable Association services and the addition of new adaptable, innovative and stimulating activities that will sustainably engage this diverse group of people.

Candidates should have experience in Community Development work, including in a leadership role, and possess the leadership skills required to lead an organisation-wide transformative programme for people aged over 55.

This Job Description is a guide to the nature of the work required of this position. The role-holder will be required to carry out other duties, when necessary, therefore this Job Description is to be treated as a guide only.

Requirements and duties

SCA is looking for a passionate and experienced Community Development Worker to manage an organisation-wide transformative programme for people aged over 55. The successful candidate will play a pivotal role in fostering community engagement, building partnerships, and ensuring the successful execution of the National Lottery, People & Communities, Vitality Over 55 project.

The Vitality Over 55 Project - Programme Manager will be:

- A competent leader and manager of SCA's staff team, including day-to-day operations and strategic planning;
- Experienced in managing and developing individuals and teams, working collaboratively to convert opportunities into deliverables;
- An excellent communicator able to manage internal organisational development and external relations.



The role-holder will have overall responsibility for managing a comprehensive community project for individuals aged 55+, addressing their needs and aspirations and providing leadership and management to all areas of the organisation through the design, development and delivery of health and wellbeing, lifelong opportunities for older people.

They will be expected to:

- Design, develop and manage workshops, events, and activities that promote well-being and community connection for over 55's
- Support and empower the development of groups for over 55's and facilitate group leadership
- Develop mechanisms of ensuring older people's views are communicated to local and wider community older people's forums and service providers
- Support the future development of programme elements as a sustainable social enterprise, including development of funding applications
- Build and sustain strong relationships with local and wider partners, funders, and community members
- Manage project budgets, expenditures and project reporting processes timely and effectively
- Develop mechanisms to facilitate community groups, statutory and voluntary organisations to share skills and experience in order to optimise collaborative working
- Monitor project progress and evaluate its impact regularly
- Provide the SCA Board and The National Lottery with monitoring and progress reports
- Develop and prepare briefings, and public relations material
- Represent SCA at designated meetings and at conferences.

Detailed Responsibilities

1. Leadership and Management

- Provide leadership and management for the People and Communities Vitality Over 55 programme of activities and services for older people
- Adapt areas of the organisation's existing resources and services to incorporate project activities and new service users
- Work in co-operation and co-ordination with the SCA Board, management, staff and volunteer teams
- Support the future development of programme elements as a sustainable social enterprise.



2 Communication

- Develop mechanisms of ensuring older people's views are communicated to local older people's forums and service providers
- Support the development of older people's groups and group leaders
- Produce and co-ordinate regular information to older people
- Ensure the funder is appropriately credited in communications for their support of the project.

3 Working with others

- Develop linking relationships between older people and community, voluntary, and statutory agencies
- Develop mechanisms to facilitate community groups, statutory and voluntary organisations to share skills and experience in order to optimise collaborative working.

4 Monitoring and Reporting

- Provide SCA Board and The National Lottery with monitoring and progress reports
- Ensure an impactful social media presence, utilising, as appropriate, Twitter, Facebook, Instagram and evolving digital media to market and represent the organisation and its services.



Vitality Over 55 Project – Programme Manager Person Specification

1. Essential

Qualifications

An Honours degree qualification in community development

Experience

- Proven track record of developing, delivering and managing successful community development initiatives.
- At least 2 years' experience of working at a senior level in the management of organisation wide large-scale grant funded projects and programmes
- Experience of successful collaborative partnership working with statutory/voluntary/private sector agencies
- Expertise in programme management, including budget handling and stakeholder engagement
- Experience of managing a team of internal and external activity and service delivery staff
- Experience of planning, coordinating and delivering activities and interventions to over 55's.

Skills, Knowledge and Abilities

- Exceptional leadership and team management skills
- Ability to think strategically, to prioritise and to implement focused solutions to problems
- Strong networking and partnership building skills
- Excellent written and verbal communication skills
- Strong influencing and negotiating skills
- Ability to be proactive, to work independently and to operate in a hands-on environment where priorities can change
- Proficiency in the use of Microsoft Word, Excel and PowerPoint
- Excellent time management and organisational skills
- Competency in project management, evaluation processes and monitoring impact
- A proactive, compassionate, and community-focused approach



The Person Specification

- Good knowledge and understanding of online communication and digital marketing
- Understanding of the values and ethos of the third sector and the ability to work in partnership with other community and social enterprise sector bodies proactively identifying opportunities
- Knowledge of the challenges and opportunities associated with older adults
- Ability to create and implement strategies that foster community engagement and development
- Knowledge of funding streams for the third sector or social enterprises.

Circumstances

- Hold a current driving licence and have access to a vehicle. This criterion may be waived if a disability prohibits driving. In this case, please demonstrate how you would meet the mobility requirements of the post.

2. Desirable

- Good networking acumen
- A passion for improving the quality of local community services for older people
- Experience of preparing Funding Applications

Salary	£32k per annum
Hours	35 hours per week. Flexible work pattern.
Tenure	Two years – Fixed Term.
Holidays	25 days annual leave plus Statutory and Bank Holidays
Pension	The role holder will be enrolled in the Aegion Scottish Enterprise pension scheme.



How to Apply

How to apply

Interested candidates are invited to send their CV and a cover letter outlining your suitability for this role to Dr John Sweeney John.Sweeney@CrescentVitality.com by 12 noon on 2nd May 2025.

It is the responsibility of the applicant to ensure that they send in the Equal Opportunities Monitoring form to jose.augustine@crescentvitality.com

Closing date: **Friday 2nd May 2025 at 12 noon.**

No late applications will be accepted.

Interviews will be held week commencing 12th May 2025



Introduction

Springfield Charitable Association is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is: Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

Information we collect about you

- Your name, salutation, addresses, contact numbers, and personal email addresses.
 - Date of birth.
- Gender and religious background.
 - Identification documentation -Copy of driving licence, passport etc
 - Documentation relating to your right to work in the UK
- Copies of right to work documentation
 - References and other information included in or cover letter or as part of the application process. Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details)
- Information from interviews you may have

Collection of Data

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 or an employment agency.

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.

Personal Data is kept in personnel files or within HR and IT systems.



Privacy Notice

Usage of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- To process your application and to help us decide whether to make an offer of employment to you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Purpose of using your personal data

We may process your data for the following purposes:

- Making a decision about your recruitment or appointment.
- AccessNI checks.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- To prevent and detect fraud.
- Equality and diversity monitoring.

How we process "special categories" of more sensitive personal information

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership (only where you have mentioned this in your application e.g. where you list being a union representative in "positions of responsibility").
- Information about your health, including any medical condition, health and sickness including pre-employment screening.
- Information about criminal convictions and offences.

We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.

These "special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal information in the following circumstances:

Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with your application



We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

Automated decision making

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

International transfer outside of the European Economic Area (EEA)

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection

Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.



Privacy Notice

Your Rights

As a data subject you have the following rights:

1. The right to be informed.
2. The right of access to make a subject access request – you can request a copy of the personal data we hold about you.
3. The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
4. The right to erasure – you can ask that your personal data is erased.
5. The right to restrict processing – tell us to stop using information about you to sell products or services.
6. The right to data portability - provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
7. The right to object - you can tell us you longer would like us to process your data and to stop processing.
8. Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Representative by email on jose.augustine@crescentvitality.com

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.



