



CREETOWN  
INITIATIVE

TRADING AS BARHOLM ENTERPRISE LTD

## JOB DESCRIPTION

**JOB TITLE:** Part Time Project Worker for Creetown Senior Citizen Support Project

**LOCATION:** Creetown

**RESPONSIBLE TO:** Creetown Initiative Senior Project Officer

**GRADE:** £10 per hour

**HOURS:** 14 hours per week

FIXED TERM 36 MONTHS

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### **DUTIES:**

- 1) To work as part of a team to organise and run programmes for senior citizens who live in the Parish of Kirkmabreck. These might include the following:-
  - Monthly lunch club
  - Computer/tablet/phone classes
  - Activities for example, bingo, craft activities, exercise class
  - Advice service – for example utilities, household insurance
  - Transport to GP, dental appointments, shops
  - Music/sing along afternoons
  - Organised health walks
  - Home visits for those who are immobile
  - Befriending service including visiting housebound senior citizens
- 2) To identify additional services that might be required.
- 3) To advise, support and offer encouragement to senior citizens.
- 4) To engage with and work alongside relevant agencies and other community groups.
- 5) To work with the other part time project worker to provide a range of positive opportunities for senior citizens to reduce loneliness and isolation.
- 6) To promote inclusive active participation of senior citizens in the community.
- 7) To recruit volunteers to assist with activities.
- 8) To support volunteers during activity sessions when required.
- 9) To evaluate sessions as and when requested.
- 10) To assist with completing grant funding application forms.

- 11) To assist with end of grant funding reports.
- 12) Report to the Creetown Initiative Senior Project Officer.
- 13) Any other task and activities that may be required to deliver a successful service.

**PERSON SPECIFICATION:**

- 1) Demonstrable ability to relate to and give support to senior citizens
- 2) Ability to work effectively as part of a team
- 3) Ability to take an inclusive and non-judgemental approach to providing services for senior citizens.
- 4) Enthusiastic, team player, who ideally has experience working with older people.
- 5) Computer literate and an ability to teach basic computer/tablet/smartphone use.
- 6) Confident user of Microsoft Word and Excel.
- 7) A good foundation knowledge of service utilities and other services such as household insurance and be willing to extend knowledge in these subjects.
- 8) Must have a clean full driving licence.

**CONDITIONS OF SERVICE:**

- 1) Most work will take place during a week day but there may be some evening and weekend work so flexibility is essential.
- 2) The successful candidate will require a satisfactory PVG check.
- 3) Creetown Initiative will require a previous employer's reference and a character reference.
- 4) Wages paid monthly.
- 5) Holidays 20 days per annum pro rata.

For more information about Creetown Initiative and the project please visit our website [www.creetowninitiative.co.uk/news](http://www.creetowninitiative.co.uk/news)

