

Job Description

Job Title	Social Engagement Officer - Barrow
Job Purpose	To work as part of a lively team coordinating and developing Age UK South Cumbria's social activity and events programme in Barrow-in-Furness. This programme involves volunteers in a range of projects focussed on supporting older people living in South Cumbria to retain their independence and exercise real choice in their lives.
Line Manager	Client Services Supervisor
Working with	All Age UK South Cumbria staff and volunteers, other third sector, statutory organisations and the older people of South Cumbria.
Responsible for	The development and co-ordination of social engagement activity across the Furness area, including but not limited to, social groups, events, digital support and befriending, in line with established standards of organisational delivery.
Hours	Full time role, 35 hours per week 09:00 – 16:30 Monday to Friday.
Location	Based at Roose Road, Barrow-in-Furness LA13 9RQ, but working across the whole Furness area.

The post holder's main duties will include:

- To support the development of social engagement activities, including the co-ordination of the current portfolio of activities as well as setting up new activities and events where applicable
- To support older people to overcome barriers to engagement for social activities.
- Develop initiatives that will enable us to identify isolated older people and engage with them.
- To work with other staff to develop and build community activities and volunteering opportunities within the Furness area.
- To co-ordinate specific workstreams including Digital Support services and Befriending services across the Furness area

- To help with the recruitment, training and support of volunteers to help facilitate our social engagement work.
- To provide administrative support to the wider team, including Reception cover on occasion, and overflow call cover for Reception, to ensure a timely response to client enquires across the organisation.
- Develop and maintain links and referral pathways with local community groups and other organisations and businesses in order to recruit volunteers and promote relevant services.
- Maintain information databases and administrative systems.
- To support the organisation of small, local community events and larger district-wide events
- To attend external events to promote the work of Age UK South Cumbria
- To disseminate marketing materials to a wide range of audiences
- Apply the principles of Equality and Diversity to all recruitment activities
- Work within the Charity's policies and procedures
- To undertake any other tasks or duties that may reasonably be required in relation to organisational need.

This position is a full-time role at a salary of £24,897.60 to £26,735.80 per annum, pro rata. There are five weeks paid holiday per year, increasing to six weeks after 5 years' service, plus public holidays and an additional birthday day off. A health benefit scheme is available for staff after completing a probationary period of six months, and a pension scheme is available after three months' service.

Location: Based at Age UK South Cumbria, Roose Road, Barrow-in-Furness LA13 9RQ. However, the job will require ability and willingness to travel throughout the Furness area and, on occasion, the wider South Cumbria area.