



COMMUNITY FOUNDATION

TRUST
PARTNERSHIP
SHARE
COMMITMENT
NETWORK
COLLABORATE
SUPPORT
WORK

Job

Application pack





**COMMUNITY
FOUNDATION**

Our Mission

To work with AFC Fylde and local organisations to use the brand of football and the power of sport to engage, empower, and enable the Fylde population to fulfil their potential and thrive.

Our Aim

To engage all members of the Fylde community, enabling them to make a positive difference to their lives and addressing the inequalities that exist across our communities.

Our Values

- 1 Collaborative in all we do
- 2 Inclusive and Diverse in our approach
- 3 Innovative in our actions
- 4 Supportive of our team
- 5 Ethical and Transparent
- 6 Environmentally Sustainable



Job Vacancy: Loneliness Prevention Co-ordinator

Hours: 37.5 hours per week

Contract: Fixed Term (August 2029)

Salary: £26,500 - £27,500 per annum

Location: Fylde Sports and Education Centre, Mill Farm, Wesham, PR4 3JZ

Role Summary:

- The National Lottery Community Fund has recently awarded funding to AFC Fylde Community Foundation to continue and expand the current Loneliness Prevention Project.
- AFC Fylde Community Foundation is recruiting a Loneliness Prevention Co-ordinator to join its successful and respected team to lead it's Loneliness Prevention Project. This role will include working with isolated older adults on an individual and group basis with the aim of reducing social isolation and loneliness. The role will include delivering tailored and holistic support designed to improve wellbeing, build confidence and encourage community engagement among older adults.
- The successful candidate will co-ordinate and deliver the project working alongside local partners and stakeholders to empower older adults. They will support existing groups to be accessible and sustainable and establish new community groups, working collaboratively with participants and partners to ensure the group meets the needs of the community.

Guidance and Authority:

- The Befriending Project Co-ordinator reports directly into the Community Engagement Manager.

Safeguarding:

- The Foundation is committed to safeguarding the welfare of children, young people and vulnerable adults and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the group's premises. The employee must report any misconduct or suspected misconduct to the Designated Safeguarding Lead and Chief Executive Officer.



Main Duties

- Lead and co-ordinate the delivery of the befriending service within the Community connections project, ensuring all project objectives, KPIs and targets established within the project plan are met.
- Receive and triage all referrals into the project, ensuring individuals are matched to appropriate support and signposted to relevant alternative services when required.
- Lead delivery on our existing Companions group and identify new opportunities for Companions groups in borough.
- Build trusting relationships with participants, providing holistic and personalised support to older adults.
- Work with Community Engagement Manager to recruit volunteers with necessary skills and lived experience to support on provision.
- Establish and maintain strong working relationships with community partners and key stakeholders including Age UK, Fylde Council, Lancashire County Council, local Primary Care Networks, and social prescribers, representing the Foundation and the project at relevant networking forums and meetings.
- Liaise and communicate with support network and local partners involved in the wellbeing of participants on caseload.
- Launch an Older Adults Advisory Board, supporting participants in shaping the delivery and support they receive.
- Work closely with the Community Engagement Manager to recruit, train and support a small team of volunteers to help shape, develop and deliver engaging and inclusive activities within the project
- Work alongside Community Engagement Manager and Health and Wellbeing Co-ordinator to explore new opportunities to support over 55s within Fylde borough.
- Oversee the safe delivery of all activities by ensuring appropriate risk assessments and health and safety procedures are implemented, while collecting, recording, and maintaining accurate monitoring and evaluation information.
- Be a flexible member of the AFC Fylde Community Foundation team and when requested, assist in the delivery of other projects and activities including evenings and weekends.



General

- Co-operate fully with colleagues and be flexible when assisting them in response to business needs of the Foundation.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimization, or harassment of any description and to promote positive working relations amongst employees and customers.
- The below job is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.

Health & Safety

- Fully endorse, demonstrate, and carry out the Foundation's health and safety policy.
- Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically.
- Have a full knowledge of procedures for evacuation with regards to fire safety.
- Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.

Person specification:

All are deemed essential unless otherwise stated.

Qualifications and Experience

- At least 2 years' experience of working in voluntary sector, health and social care in direct contact with people, families or carers in a paid or voluntary capacity.
- Experience in person-centered, holistic planning and delivery of support, with a particular focus on working with older adults.
- Experience of recruiting and maintaining participation into community based programmes.
- Proven track record of successfully working with multiple agencies and stakeholders to support participants and promote service.
- Experience of working with individuals on a one to one basis and supporting them into positive pathways.
- Experience of developing community groups tailored to the needs of participants.
- Experience of supporting older adults to overcome barriers to access community provision.

- Experience of using online monitoring and evaluation tools to manage projects/programmes.
- Experience of lone working, managing a case load and keeping self and participants safe whilst working within the community.
- Full UK Driving License and use of a vehicle.
- Mental Health First Aid (desirable).
- Experience of co-ordinating volunteers (desirable).

Knowledge and Skills

- Excellent verbal and written communication skills.
- Ability to effectively plan and prioritise workload and workload of others.
- Ability to be proactive and decisive when leading programmes/projects.
- Have excellent knowledge of local referral agencies, and the ability to engage them in the project.
- Have an understanding of Fylde and the issues facing older adults within the community.
- Good knowledge and understanding of policy and practice in Adult Social Care and Health (desirable).

Personal Qualities

- Professional and compassionate outlook and able to be supportive whilst being clear on professional boundaries.
- Self-motivated and the ability to work well within a team.
- Ability to perform under pressure and respond calmly to competing demands.
- Must have a 'can do' attitude.
- Committed to continuous professional development.

Equal Opportunities:

- AFC Fylde Community Foundation is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- As a Disability Confident employer, we actively welcome applications from people with disabilities and are happy to provide reasonable adjustments throughout the recruitment process to support individual needs.

Benefits:

- Company pension scheme
- 33 days annual leave (including bank holidays)
- Access to charity worker discounts
- Bespoke Learning and Development programme
- Free Holiday Camp places for age related dependants
- Staff uniform
- Free on-site parking
- Company pension scheme
- Employee of the Month rewards

Job Review:

- The job description will be reviewed periodically to consider changes and developments in the Foundation's requirements. Any changes will be discussed fully with the post holder in advance

How to apply:

- To formally apply, a C.V. (2 pages maximum) and covering letter (2 pages maximum) must be submitted via email to the Foundation's Head of Operations, Daniel Monckton by Monday, 28th September, 12:00. Please clearly outline within your application how you meet the Person Specification. Interview dates TBC.
- We recommend applying early as we reserve the right to close the application process before the above closing date.
- For any further information or to discuss the vacancy, please email dan.monckton@afcfylde.co.uk.
- AFC Fylde Community Foundation is committed to adhering to safer recruitment practices. We ensure a thorough and transparent hiring process, and all successful candidates will be required to undergo an enhanced DBS check as part of our safeguarding procedures.





**COMMUNITY
FOUNDATION**

COME ON YOU
BORNTOBEFYLDE



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afcfyldefoundation.co.uk



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