

Annex 4: ActivAGE Project Worker Job Description

Job Title:	Project Worker
Hours:	37 hours per week
Closing Date:	Sunday 6th January 2019
Interviews:	Week Beginning Monday 14th January 2019
Start Date:	Early 2019



Our award winning organisation has recently celebrated five years of engaging our community of Inverclyde, impacting and at times changing lives.

We have four key focus items which are to encourage mass participation and enjoyment in sport, develop creative educational programmes, employability programmes with special engagement with those furthest from the labour market, and tackling health inequalities through our health & wellbeing projects.

This post is being created to develop the ActivAGE pilot. We have the vision of developing ActivAGE to deliver physical activity and recreational pursuits in partnership with elderly health and social care services operating in Inverclyde.

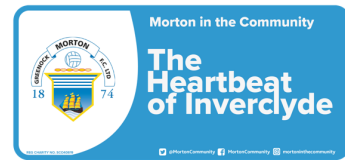
Finally, this post is funded through Spirit of 2012: Changing Lives Through Sport and Physical Activity Fund.

Key Duties

- Manage and take ownership of the ActivAGE project, ensuring the vision and outcomes are being continuously reviewed and met.
- Monitor the evaluation process throughout and on completion of the project delivery.
- Monitor and implement any learning in order to support positive change throughout the project delivery.
- Co-ordinate and deliver the activities within the project plan meeting the projects vision and outcomes in partnership with the project's stakeholders.
- Co-ordinate the projects collaboration partnership by:
 - Arranging and chairing quarterly meetings.
 - Respond and resolve any conflict.
 - Implement robust monitoring and evaluation process to ensure the projects impact is captured against the stated outcomes.
- Recruit and manage sessional workers and volunteers when required, within budget.
- Work closely with project funder (Spirit of 2012: Changing Lives Through Sport and Physical Activity) to ensure monitoring, evaluation and reporting is submitted in a timely manner.

Person Specification

	Essential	Desirable
Qualifications	Educated to the equivalence of SCQF Level 7.	SVQ 2 Health & Social Care Dementia Awareness Safeguarding First Aid
Experience	Previous experience of working with elderly and vulnerable adults. Experience of engaging elderly and vulnerable adults in physical activity.	Understanding of the CAPA programme. Experience of managing people and projects.
Personal Attributes	Excellent communication skills – both internally & externally. Passion for sport and physical activity. Confidence to deliver physical activity sessions autonomously with little support and guidance. Empathetic and supportive nature to participants' circumstances. Excellent customer service skills. Flexible to change. Highly professional at all times. Energetic and hard working.	Creative thinking with regards to new programmes and activities.



How to Apply

To apply please email your CV and cover letter to admin@mortoncommunity.net prior to the closing date stated above.

You must include the job title in the email subject.

Further Information

Morton in the Community have a wide range of participants from children at nursery school, teenagers progressing towards GMFC's elite academy, season ticket holders in our health and well-being programmes to unemployed adults engaging in our employability programmes. Regardless of who we engage with we will always ensure we are offering an excellent and welcoming service. We have been successful thus far due to recruitment of likeminded people who are committed team players working towards a common goal.

Our Mission Statement... **'The Heartbeat of Inverclyde'**

Our Vision... **'Working with Inverclyde to create a Healthier & More Prosperous Community'**

Our Values... **Enjoyment** – providing opportunities for participation while creating friendships in a structured, fun environment.

Confidence – encouraging self-belief to maximise potential.

Inspire – sparking good habits through influential role models.

Respect – recognising honesty, appreciation and trust between all

Learning – celebrating skills and development within a structured, enjoyable environment.

Pathway – visible ladder supporting personal development to fulfil your ambitions.