



# CAMBRIDGE UNITED COMMUNITY TRUST

**EMPOWERING OUR COMMUNITY. CHANGING LIVES.**

<b>Organisation:</b> Cambridge United Community Trust (CUCT)	
<b>Job Title:</b> Forever United Project Officer	<b>Responsible to:</b> Wellbeing & Inclusion Manager & Community Engagement Manager.
<b>Contract:</b> Fixed-term, 0.6-1.0 FTE (See note in application details)	<b>Salary:</b> £24,000pa/pro rata

**Closing Date:** 12pm. 3rd August 2021.

**Start Date:** As soon as possible.

**End Date:** 14 months. We are looking to develop further funding to maintain role past this point.

### Job Summary:

We are seeking a compassionate, committed and motivated individual to join our team to strengthen our health and communities offer in a variety of settings, supporting vulnerable individuals to live more active, healthy and fulfilling lives. The role will include progressing our successful 'Forever United' programme, which aims to improve the physical and mental wellbeing of seniors in our community as well as delivering other health and wellbeing projects the Trust offers within the community.

The Forever United programme was successfully introduced last year during the lockdown period to tackle isolation and the feeling of loneliness amongst our seniors and the Trust has capacity to expand the support offered across Cambridgeshire. The programme is embedded within our wider strategic overview which is to use the power of sport to empower our community and change lives.

<b>The Forever United Programme includes:</b>		
Health Walks	Postage/activity packs	Pen Pal scheme
Afternoon teas/lunches	Strength and Balance classes	Digital workshops
Garden Gate visits	Dementia Sports Cafés	Men's Shed

### Main Duties

Implement the Forever United programme, ensuring all KPI's are met. Including monitoring and accurately evaluating the programme as required by funding bodies and key stakeholders.

Have the participants at the centre of the programmes, ensuring it meets their needs and empowers them to become more independent and manage their own health and wellbeing.

To induct, support and develop volunteers helping with the running of the Forever United programme.

Maintain and develop strong relationships with community groups, key stakeholders and other relevant organisations in order to develop programmes & signpost participants to other opportunities.

To maintain effective attendance registers and up to date participant records.

Promote programmes and regularly identify and share good news stories through CUCT social media channels

Work closely with the Community Engagement Manager and Wellbeing Manager to consistently deliver programmes to an excellent standard.

Ensure that risks associated with programmes are effectively mitigated by following CUCT policies and procedures.

Ensure the protection and safeguarding of all participants and the general public, reporting any incidents to the Operations Manager/DSO.

Attend training courses and relevant to the role and maintain personal CPD.

**Person Specification**

The Role Holder will be a person centred individual and have an ‘enabler’ attitude, with a passion for developing independence within seniors in our community.

Criteria – Education and Qualifications	
Essential	Desired
<p>Good standard of education with good literacy and numeracy skills</p> <p>First aid certificate (or willingness to undertake)</p> <p>Current safeguarding certificate (or willingness to undertake)</p> <p>Chair based exercise leader (or willingness to undertake)</p> <p>Current driving licence, with use of own car</p>	<p>Level 2 fitness instructor</p> <p>OTAGO Exercise programme leader</p> <p>Behaviour change theory training</p> <p>Mental health first aider (Youth and Adult)</p>
Criteria – Knowledge and Experience	
Essential skills	Desired skills
<p>An understanding of safeguarding children and adults at risk regulations and DBS requirements.</p> <p>Experience working in the health, wellbeing and/or social care sector</p> <p>Experience of providing excellent customer service</p> <p>Experience of working with older adults</p> <p>Competent IT skills</p>	<p>Experience of working in diverse communities, understanding and overcoming the impact of discrimination</p> <p>Knowledge of multi-agency working including social prescribing models.</p> <p>Knowledge of Cambridge and its surrounding areas.</p>

Ability to carry out risk assessments Experience of working to performance targets	Experience of forming partnerships and networking to achieve cross organisation objectives.
<b>Criteria – Personal skills and Qualities</b>	
<b>Essential skills</b>	<b>Desired skills</b>
Ability to build and maintain positive relationships with people of any age and background Excellent communication & interpersonal skills Professional and approachable Empathetic & Patient A dynamic, hardworking and enthusiastic individual Excellent listening skills Skilled in supporting empowering and motivating people to make positive choices to improve their lives Good verbal and written communication skills Excellent team player who supports others Ability to work on own initiative Ability to plan, problem-solve, being innovative and resourceful	Willingness to self-develop Strong decision-making and analytical skills

**How to apply:**

Please send a CV and a cover letter (of no more than two pages) to [communitytrust@cambridge-united.co.uk](mailto:communitytrust@cambridge-united.co.uk). Sending these documents in pdf format is preferred.

NOTE: We are flexible on the hours required for this role (Minimum: 24 hours/week). Within your cover letter, please state what level of hours you would like, to be discussed at interview.