

Senior Project Co-ordinator - BE ACTIVE Project

Salary: £28-30,000 pro rata depending on experience

Hours: Part-time, 28 hours per week. Fixed term contract till end of September 2025 with the possibility of extension.

Location: Hybrid Working - An office base at St Charles Centre for Health and Wellbeing, Exmoor Street, W10 6DZ including travel to other centres and from home.

Line Management: Head of Outreach & Support Services

Working with: Senior Leadership Team; Project Staff; Open Age Service Users; Community Organisations; Volunteers.

This is an exciting opportunity to join Open Age an innovative London charity working with people 50+. Established in 1993 and now celebrating almost 30 years of championing an active life for older people. Each week we run a wide range of activities for older people from our own centres, community venues, online and by phone. From boxing to ballet, painting to photography - Open Age's array of activities seeks to support the physical and mental wellbeing of our members and, in doing so, aims to address the issue of loneliness and isolation among older people.

The Be Active Project supports older people who are being discharged from Health Services by matching them with volunteers who will support them to maintain their physical activity and reconnect them with their community. The role we are seeking to fill, will recruit, train and manage the volunteers as well as maintain a close working relationship with referral health partners who will also be providing an element of the training for volunteers. You will manage the matching process for referrals in Westminster. The Be Active Project is delivered in Kensington and Chelsea and Westminster. The post holder will be required to visit people in their homes to perform this role.

The successful applicant will have experience of recruiting, training and supporting volunteers and delivering a successful project or service. You will have an interest in motivational approaches to engaging people in their own wellbeing and strong interest in supporting volunteers. The post holder will be expected to develop and manage the project to deliver excellent outcomes; and will have responsibility for line management of the part-time Be Active Project Coordinator.

What you get in return

You will be working in a passionate and enthusiastic team with a strong vision and ambition in striving to enrich the lives of older people.

We offer 25 days leave (pro rata) plus bank holidays and 1 extra day off for your Birthday and occasionally additional paid leave over Christmas period is given.

Employer and employee contribution to pension in line with auto-enrolment pension requirement, 3% employer contribution

Hybrid working, offering a flexible combination of office and home-based working depending on your role.

Access to the Cycle to Work Scheme through salary sacrifice.

We are London Healthy Workplace Award accredited and proactively invest in the health and wellbeing of employees supporting fair employment practices and a better workplace.

Regular staff social events.

Training opportunities.

An inclusive work environment welcoming people from all backgrounds, sexuality, ability, race, ethnicity, gender and age.

Applying for this role:

To apply for this position, please submit your CV and cover letter, outlining your suitability for this role (no longer than two pages) on <https://www.webrecruit.co/job-seekers-candidate-jobs/job-details/?id=50HP5>

CV's without covering letters may not be considered

The closing date for applications is **12pm Monday 6th January 2025**

Please email Bee Burgess bburgess@openage.org.uk to ask about any reasonable adjustments you may need to be able to apply to this role.

Interview dates: 9th/10 January 2025

The successful applicant will be required to undergo an enhanced DBS check.

Equal Opportunities:

Open Age is committed to promoting a diverse and inclusive community. We welcome applications from all backgrounds and experiences.