

## Link-Up Outreach & Engagement Co-ordinator

### JOB DESCRIPTION

**ROLE:** Link-Up Outreach & Engagement Coordinator

**RESPONSIBLE TO:** Link-Up Manager

**JOB PURPOSE:** To identify people aged 50+ through outreach to engage in Open Age activities. The post holder will also facilitate the running of some social groups. Working with Open Age and other agencies, the post holder will develop referral routes that allow them to identify and engage with older people most at risk from the effects of isolation and loneliness. The service is designed to promote physical and mental health and reduce loneliness and isolation.

**LOCATION:** Within the Royal Borough of Kensington & Chelsea.

**SALARY:** £26,984 per annum (full time 35hrs)

#### **MAIN RESPONSIBILITIES:**

1. To liaise with supported housing schemes, health professionals and social workers, as well as organisations and individuals working with older people. To set up systems to reach those older people who may be isolated and/or lack confidence, in order to provide one to one personal contact to encourage them to participate in the Open Age classes and events; including signposting to other agencies.
2. To promote the benefits of active healthy lifestyles to older people across the area.
3. To raise awareness among older people in the area about the activities/services available to them through Open Age.
4. To follow up enquiries made by older people and make visits to encourage them to participate in Open Age activities and health related events.
5. Where necessary, to accompany older people to activities until they feel comfortable attending independently.
6. To produce and distribute materials and articles to publicise Open Age activities and events.
7. To organise social groups, drop-in information sessions, taster days and promotional events and to support existing Open Age activities.

8. To increase numbers of older people participating in Open Age activities.
9. To recruit volunteer champions to assist in supporting the Link-Up Project.
10. To represent Open Age as required at meetings and networking events.
11. To meet project targets as specified by the funding body.
12. To evaluate the Link-Up programme and produce regular monitoring reports.
13. To write profiles, case studies and quarterly progress reports for the project.