



## Programme Development Officer - Age Friendly Communities

### Job Description:

**Responsible to:** Communications Manager

**Hours:** 22.5 – 36.5 (to be discussed at interview)

**Location:** Middlesbrough

**Salary:** **£22,800 - £24,500** (depending on experience)

**Holidays:** Starting at 26 days per annum plus public holidays

**Disclosure:** This position is subject to a 26-week probationary period, satisfactory references, Mind's policies on Safeguarding of Children and Young People and Vulnerable Adults and an enhanced DBS check and subsequent re-checks.

### **Job Purpose:**

As a member of the Programme Management Team you will participate in a number of different work streams, working collaboratively with other members of the team to ensure the programme achieves its objectives. This role will have a special focus on the Age Friendly Middlesbrough strand of work.

### **Responsibilities:**

1. To work with the Programme Manager to engage key people in the local authority and the elected Mayor in plans to make Middlesbrough an Age Friendly Community
2. To proactively make connections between key stakeholders, groups and organisations that will encourage new partnership working with the aim of making Middlesbrough a more Age Friendly community.

3. To promote Age Friendly Communities and Ageing Better Middlesbrough at external events and meetings, building new relationships and optimising opportunities to extend the reach of the programme
4. To engage with the National Age Friendly Cities/Communities Network and stay up to date and connected to other Age Friendly projects across the country.
5. To work with the Programme Manager to develop and implement plans and strategic documents relating to the Age Friendly Middlesbrough strand of work, with the support from the rest of the Programme Management Team
6. To co-ordinate and facilitate Age Friendly themed workshops, meetings and events that engage with a variety of stakeholders, including older people, and support any development or actions that arise from them.
7. To ensure development activity relating to the Age Friendly Middlesbrough strand of work is engaging, meaningful and focused on action that makes things better for local older people
8. To support communications activity for the Programme in collaboration with other members of the team, including writing newsletter articles and liaising with internal and external stakeholders.
9. To work in close partnership with other Ageing Better Middlesbrough stakeholders, especially delivery organisations and the Ageing Better Middlesbrough Action Group (ABMAG), to ensure stakeholders stay engaged with the programme, are kept up to date and are able to influence programme activity.
10. To develop administration processes relating to Age Friendly Middlesbrough activity and undertake administrative duties as necessary.
11. To embed and demonstrate co-design and co-production approaches with older people in all aspects of the work
12. To write reports and presentations
13. Build and maintain effective working relationships with Ageing Better Middlesbrough delivery partners, and support the development of relationships between delivery partners
14. To attend the Core Partnership and Ageing Better Middlesbrough Action Group meetings when appropriate
15. Represent the programme at national events and meetings when necessary.

**General:**

1. To work flexibly and collaboratively as part of the Programme Management Team
2. To work within the values, beliefs and policies of Mind always and to promote these to service users, carers and other stakeholders
3. To take part in line management supervision and appraisal as required

4. To ensure any information processed for both service users and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Middlesbrough and Stockton Mind's Confidentiality Policy
5. To have a duty and responsibility for personal health and safety and the health and safety of colleagues, service users and visitors
6. To attend training and events as required
7. To undertake other tasks commensurate with the position as required



<p>4. Knowledge of the third sector, its culture and operating environment</p> <p>5. Local geographic knowledge of Middlesbrough and its different communities</p> <p>6. Knowledge of local organisations and groups operating in Middlesbrough</p>	✓	✓
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent team working skills</li> <li>• Excellent group/workshop facilitation skills</li> <li>• Able to develop and maintain communication with people on complex matters, issues/ideas in complex situations</li> <li>• Able to understand and contribute to a strategic agenda and identify opportunities to influence others</li> <li>• The ability to inspire and motivate others to achieve a common goal or vision</li> <li>• Ability to translate complex information into ‘easy to digest’ forms of communication</li> <li>• Able to work flexibly and dynamically as part of a team</li> <li>• Able to establish and maintain effective relationships with a diverse range of people</li> <li>• Excellent administration and organisational skills</li> <li>• Able to problem solve and use own initiative</li> <li>• Able to support and motivate staff members</li> <li>• Excellent IT skills</li> </ul>	All essential	
<p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• A high degree of creativity. Able to come up with good ideas and put them into practice</li> <li>• Passionate, driven and determined</li> <li>• Motivated, assertive and accurate worker</li> <li>• Compassionate, person-centred and non-judgmental approach</li> <li>• Commitment to Mind’s values and objectives</li> <li>• Willingness to work within Mind’s policies and procedures</li> <li>• Willingness to undertake professional development</li> <li>• Ability and willingness to work flexibly</li> </ul>	All essential	
<ul style="list-style-type: none"> <li>• Current clean driving licence, own car user and able to travel to national or regional events.</li> </ul>	essential	