



## Intergenerational Worker

### Job Description

**Role:** Part Time Intergenerational Worker

**Location:** Fortrose, additional travel across Black Isle will required

**Salary:** £19,100 pro rata

**Hours:** 14 per week

**Pension:** NEST – Workplace pension

**Reports to:** Chairman or another nominated Trustee

**Annual Leave:** 28 days pro rata (inclusive of public holidays)

#### **About Black Isle Cares (BIC)**

Black Isle Cares was established as a charity in 2015 to identify the needs of the more vulnerable members of our local communities and to support the delivery of services, increase provision and empower our local people to remain in their homes longer and enjoy a more inclusive and healthy lifestyle.

BIC currently provides a Meals on Wheels service, a Befriending Service, runs a community garden project, a Sharing Shed, and delivers intergenerational works, amongst other projects of various sizes. Having an established client group who are predominately in the older age group, we fully recognise that the issues of isolation and our rural geography can have a significant impact on the well-being of our communities.

#### **Intergenerational Practice**

By intergenerational practice we mean projects, activities or events where people of different generations who might not otherwise meet each other do things together in positive and creative ways. Intergenerational practice includes any activities which remove and break down barriers between the generation.

#### **Responsibilities.**

Creating more opportunities for people of all ages on the Black Isle to build intergenerational relationships.

Developing intergenerational activities within the existing Black Isle Cares Projects and looking for other opportunities where these would be possible.

Working in partnership with organisations such as Fortrose Academy, Highlife Highland Youth Development Workers, Primary schools and nurseries across the Black Isle, Eilean Dubh Care Home, and Calman Trust to explore potential intergenerational activity and support their development.

#### **Duties include:**

Raising awareness of Black Isle Cares intergenerational work.

Encourage partner organisations to engage in Intergenerational work, linking people with Black Isle Cares clients.

To look for new opportunities to develop intergenerational connections on the Black Isle.

For all Black Isle Cares Intergenerational activities:

- Recruitment, retention, management and co-ordination of volunteers carrying out including training, compliance with legal requirements, e.g. PVG, food hygiene, etc.
- Co-ordination of client referrals, completion of registration documents to collate client data and requirements, identifying client weekly requirements – again relating to Intergenerational activities.
- Responding to volunteer and client enquiries and addressing issues.
- Processing project expenses and invoices and recording client payments.
- Maintaining links and referrals to external organisations as appropriate.
- Managing on-line and paper filing systems, maintaining files and ensure accurate record keeping.

Preparing report for trustees.

Co-ordinating volunteer meetings and other events, harnessing volunteer skills.

Developing and distributing marketing material e.g. leaflets, posters.

Preparing updates for BIC newsletter, social media platforms and website.

Ensuring personal development by identifying training needs in order to meet needs of post.

Ensuring confidentiality is maintained and respected within Black Isle Cares Projects.

This list is not intended to be exhaustive and you may be asked to perform other duties to support the delivery of the organisation's services.

### **Application process**

To apply please download an application form, complete and return by **16<sup>th</sup> May 2022 at 12 noon**.

Appointment is subject to a successful Protection of Vulnerable Groups Scheme Record and use of own car is essential.

Please note that **interviews will be held on Tuesday 24<sup>th</sup> May** in the Black Isle Cares office in Fortrose.

Candidates being invited for an interview will be notified by the **18<sup>th</sup> May**.

Please ensure under the section general comments that you clearly describe your experience of intergenerational practice, training and volunteer recruitment.

Applications should be emailed to [admin@blackislecares.com](mailto:admin@blackislecares.com) or sent to:

Anne McDonald  
Black Isle Cares  
Black Isle Leisure Centre  
Deans Road  
Fortrose  
IV10 8TJ

<b>Qualifications, Training and Experience</b>	Essential	Desirable
Experience in Finance management and Finance software		D
Experience of working with volunteers	E	
Knowledge of Data Protection Legislation and good practice		D
Knowledge of the Third Sector	E	
<b>Competencies</b>		
Excellent communication and interpersonal skills	E	
Good organisational and IT skills appropriate to level of role	E	
Ability to problem solve, prioritise tasks, meet deadlines and delegate effectively	E	
Proven ability to work effectively with partnership agencies	E	
<b>Personal Qualities</b>		
Committed, effective and co-operative	E	
Open and empathic	E	
Self-motivated and with the ability to motivate others	E	
Flexible and responsive approach with ability to adapt to meet the needs of the organisation	E	
Commitment to equal opportunities and anti-discriminatory practice.	E	
Commitment to ensure confidentiality is maintained at all times and promoted across all projects.	E	
<b>Special Requirements</b>		
Ability to travel within and out with the Black Isle area	E	
Workplace flexibility between home and office		D

Enquiries to: [admin@blackislecares.com](mailto:admin@blackislecares.com)

Black Isle Cares, Black Isle Leisure Centre, Deans Road, Fortrose, IV10 8TJ  
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