



## **JOB DESCRIPTION**

**Post Title:** Ageing Better Engagement Officer

**Location:** 5 Sir Thomas Street, Liverpool, L1 6BW.  
This is a mobile role and work within the community will be essential.

**Responsible to:** Chief Executive Officer

**Salary:** £3,021 for duration of the contract plus travelling expenses

**Hours of work:** 35 hours per week

**This is a Six Week contract.**

**This may lead to further employment at a later project stage**

**The post holder cannot have a conflict of interest by being involved in the bidding process for this bid (Fulfilling lives: Ageing Better – Big Lottery Fund) for any other local authority area.**

### **Purpose of the post:**

To collect the views of older people, partners and other stakeholders in Liverpool in respect of marginalisation, social isolation and loneliness of older people establishing what mechanisms need to be in place to ensure they lead more fulfilling lives.

To write a vision and strategy, in conjunction with the CEO, in a bid to secure an in principle award from the Big Lottery Fund. This must include older people being involved in the design and ongoing delivery of the project.

## **Main duties and responsibilities:**

- To identify and network with organisations and hard to reach, user led groups, community forums and individuals in Liverpool
- To gather, analyse and disseminate information relevant to engagement events, such as recording experiences of loneliness and isolation
- To organise and facilitate events, ensuring that the design and delivery of events is appropriate for the audience
- To ensure that interpreters and signers are available at all events if it is appropriate for the audience
- To source, in conjunction with the Administration Manager, suitable and diverse venues to hold consultation events
- To ensure that older people from all backgrounds, genders, culture and those with disabilities are represented
- To identify and facilitate a variety of methods for consulting with older people about loneliness and isolation; removing barriers to enable the most vulnerable and seldom-heard to participate and feel their voice is heard
- To ensure that there is adequate transport available for older people attending events
- To visit those individuals who are unable to attend the events, carrying out consultations in nursing homes or in the homes of older people
- To work with locally base voluntary sector organisations and statutory agencies to maximise engagement processes e.g. Senior Citizens Forum, Making it Happen

- To design and carry out postal consultations to those who are unreachable by traditional methods
- To promote events by traditional methods and by social media e.g. facebook, twitter etc
- To work between other community and voluntary organisations
- To analyse the data produced from each event or individual consultation
- To produce written reports profiling each event and consultation. This will involve a mix of desk based research and field work within communities
- To assist, in conjunction with the CEO to write a strategy for the ongoing development of the project
- To work towards strict objectives in terms of timescales and results