

# Job Description

**Job Title:** Extra Time Hub Activator

**Department:** Bolton Wanderers Community Trust

**Base:** University of Bolton Stadium, Burden Way, Lostock, Bolton, BL6 6JW

**Hours:** 18 hours

**Salary:** £9600

**Closing Date:** 3.12.2018

**Interview Date:** W/C 10.12.2018

**Responsible to:** Strategic Lead (Health and Disability)

**Responsible for:** Motivators and other volunteers

**Purpose of role:**

With the support of the EFL Trust and the National Lottery, we are playing our part in creating a new national movement of people in their retirement years where like-minded people age 55 and over can come together to meet people, socialise, be active and do the things they enjoy on a weekly basis.

Our Extra Time Hub will be friendly and welcoming, social, open to anyone aged 55 or over, located at University of Bolton Stadium and held weekly.

Are you passionate about older people living full and active lives? Do you have the skills to help local people to make the most of their retirement? Could you help us to reach and engage older people in the local area? Could you lead the weekly sessions? If you could do all that and more we would like you to be the Activator of our new Extra Time Hub.

You will be the heart and soul of what we are trying to achieve. You will set the tone. You will bring fun and enthusiasm. You will bring your experiences from your working life. You might bring your knowledge of the local area and connections to groups, societies or charities across Bolton. But most of all you will bring your ability to connect to older people, to listen, to understand and to motivate them to live life to the full.

**Main duties and responsibilities:**

- 1) Organise and set the tone for the weekly gathering of the Extra Time Hub.
- 2) Take the lead in locally promoting the Extra Time Hub to raise its profile and attract new members, in liaison with colleagues at Bolton Wanderers Community Trust
- 3) Manage the welcome given to new members to ensure they are made to feel comfortable.
- 4) Oversee the use of the 'This is ME' profile system to collect information about new members.
- 5) Lead the recruitment, deployment, induction, training and support of Motivators and other volunteers.
- 6) Identify when members have been absent and follow the system for contacting them to explore the reason why.

- 7) Create a steering group to involve members of the Extra Time Hub in decision making.
- 8) Encourage and support members to set up their own activity groups.
- 9) Help members to organise events and trips.
- 10) Liaise with members to choose content for gatherings.
- 11) Identify and liaise with guest speakers and with local relevant groups to attend the occasional marketplace elements of weekly gatherings.
- 12) Collect weekly fees, record attendances and work within the financial systems of Bolton Wanderers Community Trust.
- 13) Contribute to the monitoring and evaluation of the Extra Time Hub and collect and record information as required by the national programme evaluator and EFL Trust.
- 14) Establish links between the Extra Time Hub and other community groups including church groups, Age UK, U3A, clubs and societies.
- 15) Work with colleagues at Bolton Wanderers Community Trust to identify and build referral pathways from local health and social care services.
- 16) Contribute to producing good practice examples and case studies to share across the network.
- 17) Join and contribute to the online community of Extra Time Hub Activators.
- 18) Ensure that all delivery meets appropriate Health and Safety standards including the adoption of safe working practices, risk assessment and compliance with guidance on the safe use of equipment and safe exercise programmes.
- 19) Attend relevant training courses and commit to relevant continual professional development.
- 20) Comply with all necessary policies procedures of Bolton Wanderers Community Trust.

**Other:**

- This post is subject to an enhanced DBS and two satisfactory references

**For an application form and person specification please email Katherine Byrne:**

 [kbyrne@bwct.org.uk](mailto:kbyrne@bwct.org.uk)

 Bolton Wanderers Community Trust, University of Bolton Stadium, Burnden Way, Lostock, Bolton, BL6 6JW

For an informal discussion on the role or for more information please call 01204 673790.