



Haringey
Circle

Social Activity Organiser Applicant Pack



Dear Applicant,

Thank you for expressing an interest in the role of Social Activity Organiser based in Haringey.

We are looking for someone who is creative, energetic, passionate, but importantly, also highly organised. You must be as comfortable making sure a minibus schedule is up to date, as you are delivering quirky craft activities, or as comfortable hosting NHS professionals delivering advice on cancer screening, as you would be helping to run a visit to a local farm or a trip to the seaside.

You need to have lots of ideas, but also be able to make your ideas happen. You need to understand the challenges older people face, but recognise that older people need fun, friendship, and empowerment, as much as they need to have any physical needs met - and have as much to give to their community as anyone younger.

You also need to be IT savvy and confident developing and using virtual communication media for on-line activities, which are currently the only way some older people will be able to engage with each other.

If you would like to use your previous experience of developing and organising events and activities to benefit the local community through being a key member of our team we would like to hear from you.

This is an exciting new opportunity and I hope you will find the details in this application pack both interesting and useful in making your application. I do suggest you have a look at our website www.haringeycircle.com, which will give you a better understanding of the scope of our current activities.

Please send a CV and a separate personal statement of no more than two sides of A4 explaining how you meet the person specification for the role, see below. We will be evaluating all applications against the Person Specification. Applications must also include a completed Monitoring Form.

Applications should be sent to info@publicvoice.london, by 12 noon on 2nd October 2020, and should include the names and contact details of two referees. Postal applications can be sent to: Haringey Circle, Tottenham Town Hall, Town Hall Approach Road, London, N15 4RX.

If you require the recruitment pack in an alternative format, please call 020 3196 1894.

I look forward to hearing from you.



Mike Wilson
Director

Haringey Circle – Who Are We?

Haringey Circle is a local, independent membership-based programme open to anyone over the age of 50 in Haringey. We provide activities and events to help over 50s in Haringey to connect, get active, keep learning, and to stay independent.

Based around a varied social calendar developed by members and volunteers, our aim is to help local people over 50 to build friendship groups that offer practical and emotional support.

We help to increase social connections and improve wellbeing and self-esteem.

We recognise and celebrate the skills and experiences older people have to offer. We help and support local people over 50 to use these skills to develop activities and hold community events in their neighbourhoods, or anywhere in Haringey.

Job Description

Job Title:	Social Activity Organisers (x2)
Salary:	£22,000 per annum (+ 3% pension contribution)
Working hours:	Full-time, 37.5 hours per week
Contract length:	Fixed Term, 6 months (may be extended)
Reports to:	Haringey Circle Manager
Organisation:	Haringey Circle CIC
Based:	London Borough of Haringey

Purpose of Job

To develop, organise and deliver a programme of virtual and community based social activities for Haringey Circle members who will be aged 50+. You will work with Haringey Circle members to co-design and deliver activities that they would like to participate in, coordinate and manage volunteers to help deliver the activity programmes, work in partnership with other organisations to develop and support the programme, and increase the membership of Haringey Circle through promotional events and developing service offers.

Main duties

1. To develop and deliver a comprehensive programme of virtual and community based social activities.
2. Recruit participants for the activities programme.
3. Work with Circle members to identify potential activities.
4. Contribute to the content of the monthly newsletter and website.
5. Promote Haringey Circle membership and sign-up new members.
6. Negotiate discounts for Circle members in local shops, restaurants, and leisure facilities.
7. Attend and host community-based events including walking and other physical activities.
8. Manage and coordinate volunteers who are involved in delivering the activities.
9. Promote membership and visit residents who have expressed an interest in joining Haringey Circle to explain the offer and sign them up as members.
10. Log activity on the Circle CRM and produce reports as required.
11. Any other duties commensurate with the role.

Person Specification

1. To be passionate about empowering older people to engage in social activities and develop social networks.
2. An empathetic, non-judgemental and compassionate attitude with a genuine desire to support those in the community affected by social isolation.
3. To be creative and energetic and keen to innovate and test out new approaches.
4. Have good interpersonal skills and a 'people person'.
5. To have good organisational skills.
6. To understand the technology and have experience of successfully facilitating virtual activities for older people.
7. Good IT skills with strong understanding of the Microsoft Office.
8. Be a good listener and committed to working in partnership with older people.
9. Understanding and experience of Adult Safeguarding regulations.
10. Committed to equality and diversity in developing and delivering the service offer.
11. Previous experience of developing and organising events and activities.
12. To have previous experience of working with and managing volunteers.
13. To have previous experience of using a CRM / database.
14. To work evenings and weekends as required.