

www.haringeycircle.com



Haringey
Circle

Social Activity Organiser Application Pack

5th December 2022



Job Title:	Social Activity Organiser
Salary:	£25,000 per annum (FTE) + 3% pension contribution
Working hours:	Part-time (22.5 hours per week) or Full-time (37.5 hours per week)
Contract length:	1 year fixed term (may be extended)
Reports to:	Haringey Circle CEO
Based:	London Borough of Haringey, community and part office based

What is Haringey Circle?

Everyone has the right to a flourishing, independent life. A life in which people are able to do the things they want to do in the ways they want to do them, especially those in later life and those with learning disabilities.

Haringey Circle is an independent membership-based Community Interest Company (CIC), providing services to Haringey residents over 50 and adults with learning disabilities who are over 18. We provide activities, events and support to help our members to connect, get active, keep learning, and to stay independent.

We aim to increase social connections, reduce isolation and loneliness and improve the wellbeing and self-esteem of older people over 50 and adults with learning disabilities who are over 18. Based around a varied social calendar developed by members and volunteers, our membership programme helps to grow diverse friendship groups that offer practical and emotional support.

We recognise and celebrate the diverse skills and experiences that our members have to offer and support them to develop peer support activities, hold community events and deliver training and workshops that address the priorities of people in their locality and enable the sharing of skills.

The service also includes a competitively priced 'At Home' offer for those who need additional support in and around the home, enabling both members to access handy people, gardeners and our 'Home help' domestic support team.

Statement of intent on equality, diversity and inclusion

Haringey Circle is an equal opportunities employer and an anti-discrimination, pro-diversity and inclusion organisation.

We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, fairness and diversity a fundamental part of all our activities.

We want to make sure that everyone is treated fairly and with dignity and respect by challenging discrimination and removing barriers. We recognise the benefits of different values, abilities, and perspectives, and celebrating people's differences. This means promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience.

We positively welcome applications from disabled candidates and people from all ethnic groups.

We celebrate the diversity within our staff team who are representative of the diversity in our local communities and continually strive to provide equal access to all.

The Role

To develop, organise and deliver a programme of community based and virtual social activities and events for Haringey Circle members, including those with Learning Disability and registered physically disabled. Working 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 and work in partnership with other organisations to develop and support the programme. Increase the membership of Haringey Circle through promotional events and developing service offers.

About You

The role needs someone creative, energetic, passionate, but importantly, also highly organised. You must be as comfortable making sure the Activities Programme is up to date, as you are delivering quirky craft activities, hosting a workshop on the cost of living, or helping run a visit to a local farm or a trip

to the seaside. Ability to use graphic design packages would be an advantage as would familiarity with social media.

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.

If this sounds like you we would love to hear from you.

Job Summary

Main duties

1. To develop and deliver a comprehensive programme of community based and virtual social activities.
2. To plan a series of events and excursions in response to members' requests.
3. Recruit participants for the activities programme.
4. Develop and co-ordinate activities for Learning Disability members with HAIL/ Vibrance.
5. Develop and promote activities for members with physical disabilities.
6. Work with Circle members to identify potential activities.
7. Contribute to the content of the monthly newsletter and website.
8. Use Twitter, Facebook, and other social media to promote Circle activities.
9. Promote Haringey Circle membership to potential new members.
10. Attend and host community-based events as required.
11. Manage and coordinate sessional staff and volunteers who are involved in delivering the activities.
12. Log all activity on the Circle CRM and produce reports as required.
13. To attend regular team meetings.
14. To carry out basic risk assessments when setting up activities and events.
15. Any other duties commensurate with the role.

Person specification		
Qualifications	Essential	Desirable
Relevant degree or equivalent experience	•	
Experience		
To understand the technology and have experience of successfully facilitating virtual activities for older people.	•	
Understanding and experience of Adult Safeguarding regulations.		•
Previous experience of developing and organising events and activities.	•	
To have previous experience of working with and managing volunteers.	•	
To have previous experience of using a CRM / database.	•	
Skills		
To be passionate about empowering older people to engage in social activities and develop social networks.	•	
An empathetic, non-judgemental, and compassionate attitude with a genuine desire to support those in the community affected by social isolation.	•	
To be creative and energetic and keen to innovate and test out new approaches.	•	
Have good interpersonal skills and a “people person”.	•	
To have good organisational skills.	•	
Be a good listener and committed to working in partnership with older people.	•	
Other		
Committed to equality and diversity in developing and delivering the service offer.	•	
To work evenings and weekends as required.	•	
To be a trained first aider to oversee Health and Safety on activities and events with members.		•

Application and selection

To apply, you are asked to provide:

- A copy of your CV.
- A personal statement of no more than two sides of A4 detailing why you are applying and how you meet the person specification criteria – all applications will be reviewed against the person specification criteria, so it is important to address these in your personal statement.
- A completed monitoring form.

You are also asked to supply contact details for two referees, one of whom should be a current or recent employer or someone who has known you in a professional capacity.

Applications should be submitted via email to hello@haringeycircle.com

The deadline for all applications is **Friday 30th December 2022 at 12 mid-day**.

If shortlisted, you will be invited to an interview, where there will also be a practical test relating to the job role.

If you require the application pack in an alternative format or for any other enquiries, please call the office on 020 3196 1894.