

# Lewisham Irish Community Centre

## Elders Wellbeing Officer Recruitment Pack



[LewishamIrish.org.uk](http://LewishamIrish.org.uk)

**Lewisham Irish  
Community Centre**

## Introduction

We are a registered charity (1014852 - Lewisham Irish Community Centre) and a company limited by guarantee (0272450). Established in 1992, Lewisham Irish Community Centre is an organisation with an enduring passion for transforming the lives of the people it works with. Primarily we have been focused on the needs of Irish, Irish descent and people from the Irish Traveller community. LICC enables people to build resilience, retain independent and fulfilled lives and access the right kind of support when required.

Our core services are the provision of information advice and advocacy on housing and welfare for the Irish and GRT communities. We deliver a broad range of social, cultural and healthy living activities to the Irish and local community to reduce social isolation and loneliness and promote mental health and wellbeing. We have offered this support since our formation. As we have grown and become more involved in our own community in Rushey Green (Lewisham), we have worked in collaboration with a number of local organisation to provide services to the local community including youth service provision, a playgroup, food poverty projects, healthy living program for older adults, volunteer network events, a community café and community meals project.

LICC manages a community premises from which we deliver an Irish cultural program and have in recent years worked in collaboration with London Irish LGBT Network, Lewisham LGBT Forum, the Green Curtain theatre, the Working Party Theatre Company, Colaise na ngael, Friends Families and Travellers and Deaf Ear Productions.

As a charity we have set a direction for our organisation for the next four years, laid out in our Strategic Plan - 2021-2024. This plan sets clear goals to ensure we are meeting the ever-evolving needs of the local community. You can read the full plan on our website - [lewishamirish.org.uk/our-strategy](http://lewishamirish.org.uk/our-strategy).

The plan was developed in line with our founding charitable aims which are to

- a) advance education and provide facilities in the interests of social welfare for recreation and other leisure time occupations with the object of improving the conditions of life of the said community.
- b) establish or secure the establishment of and to maintain and manage a centre for activities promoted by the Company and its constituent bodies in furtherance of the above object.
- c) advance the education of the public in Irish culture and heritage.
- d) relieve poverty, sickness and distress.

Our services, programs and events are generously supported by -



THE IRELAND FUNDS



Government of Ireland  
Emigrant Support Programme  
An Roinn Gnóthaí Eacnamaíoch agus Trádála  
Department of Foreign Affairs and Trade



**BBC**  
Children  
in Need



**COMMUNITY**  
FUND



## **Job Description**

**Job Title:** Elders Wellbeing Officer

**Part time:** 14 hours weekly (Monday/Wednesday/Friday)

**Contract:** 1 year fixed-term

**Salary:** £13 per hour £23,660 pro-ratio

**Reporting to:** Lewisham Irish Community Centre Manager

### **Job Purpose**

The Elders Wellbeing Officer will make a key contribution to the strategic aims of the Lewisham Irish Community Centre with a specific focus on meeting the needs and supporting the welfare of the older Irish community and keeping our community connected. The role will facilitate three weekly programs including Monday Digital classes, Wednesday (Bia) Community Meals Project and Lewisham Irish Elders Program. The role involves face to face interaction with older people some of whom may be living with dementia, mental health issues, substance misuse. The role requires a strong understanding of equality and diversity and safeguarding vulnerable adults.

### **Specific Duties and Responsibilities**

- To support the local older Community to access Lewisham Irish Community Centre activities and services.
- Facilitate a welcoming inclusive environment for older people to engage and participate improving confidence, health and wellbeing.
- To support access to weekly digital classes and facilitate activity in collaboration with tutor.
- To coordinator Bia Food project working closely with our partners, Wheels for Wellbeing and the Good Hope Café.
- To work closely with the Manager to rebuild the Irish Elders Project by facilitating their weekly program of activities in partnership with tutors and volunteers.
- To keep in regular contact with those accessing outreach activities.
- To make appropriate referrals to advice and outreach team to arrange welfare, housing and care support as appropriate.
- To record and report on work carried out using Lamplight System (CRM)
- To identify own training needs in response to changes in external policies and practices.

**General Responsibilities**

- To attend relevant training and events as required.
- To attend staff meetings, service development and promotional activities, including some organisation-related events.
- To be aware of and adhere to organisational policies and procedures particularly those relating to equal opportunities, client confidentiality and health and safety.
- To adhere to safeguarding policies and practices.
- To carry out all administrative tasks associated with duties.
- To undertake other related tasks as and when required.

This job description is subject to an annual review as part of the organisation's performance appraisal.

The notice period for this post is one month in writing (excluding outstanding annual leave and Time Off in Lieu entitlement).

The post will be self-servicing and the post holder will be responsible for the administration workload, filing and typing.

## Person Specification

		Essential	Desirable	Measured by
Education	Minimum 5 GCSE'S or equivalent.	✓		Application
Qualifications	Recognised community development work qualification or equivalent		✓	Application
Experience	Minimum of 2 years' experience of working with older clients in a paid or voluntary role.	✓		Application/ Interview
	Demonstrate understanding of professional boundaries and maintain professional relationships with older people and other professionals	✓		Application/ Interview
	Demonstrate a good understanding of group dynamics in community setting.		✓	Interview
Skills	Ability to interview and assess the needs of older persons in a culturally sensitive manner.	✓		Application/ Interview
	Excellent communication skills both verbally and in writing.	✓		Application/ Interview
	Ability to work under pressure, to plan, manage own workload.	✓		Application/ Interview
	Ability to work on own initiative and as part of a team.	✓		Application/ Interview
Knowledge	Knowledge of the needs of the Irish Community.	✓		Application/ Interview
	Knowledge of statutory and voluntary sector resources available to people with complex needs.	✓		
	Equal opportunities.	✓		Application/ Interview
Personal Qualities	Creative and flexible in approach to work to meet client need.	✓		Application/ Interview
	Ability to work on own initiative and as part of a team.	✓		Application/ Interview
Other	Willingness to undertake occasional work at evenings/ weekends	✓		Application