

Job Pack & Job Description

Relationship & Access Co-ordinator (Older People)

Job summary

You will be working closely with the Remote Cluster Manager, Entelechy Arts and Meet Me teams to support isolated older people to connect to creative phone activities. You will help to deliver and expand our newly developed 'Cluster' model that enables vulnerable and isolated older people to participate in meaningful creative and social activities by phone during this period of social distancing.

Hours: 21 hrs per week (3 days). Sep 2020 - 31 March 2021 (FTC)

Terms: £24,000 - £26,000 (pro-rata).

About Entelechy Arts

Entelechy Arts (based in Deptford, south east London) is a charity focused on using arts as a catalyst for isolated and vulnerable people to establish new relationships with others from diverse communities in south east London. Our work reduces isolation, creates a sense of belonging, and gives people whose voices are rarely heard, a means of communication, expression and agency. We support the social inclusion of some of the most marginalised people in our communities:

- Adults who have profound and multiple disabilities
- Isolated older people (aged 65+) including those who have learning disabilities and dementia

Entelechy Arts is joint architect of Meet Me at the Albany an initiative that was provoked by the question 'what could be possible if the isolated old were supported to attend their local arts centre, instead of a day centre?' This ongoing initiative is also in partnership with the Albany and Lewisham Borough Council, has received national acclaim and exemplifies how great art and collaboration can transform the lives of older people living in our communities.

About the role

As a response to Covid-19, together with our partner the Albany, we have developed a programme of remote working to maintain social and artistic contact with isolated older people living in their own homes. Our Cluster model brings small groups of up to eight isolated elders with an artist and small group of local volunteers. Currently we have singing clusters, a knitting cluster, a drama cluster and poetry cluster.

We are planning to build on the success of this developing model and are seeking a Relationship and Access Co-ordinator to support new referrals to engage with this expanding project and, working with colleagues, to recruit and train a small group of local volunteers.

The Relationship and Access Co-ordinator will sit within a small core team at Entelechy Arts who work closely with our partners, the Albany, on the delivery of the programme.

Application

To apply, please send your C.V. and a covering letter (max one side A4) to christine.lee@entelechartyarts.org by 9am, Monday 24 August 2020.

Interviews will be Wednesday 26 August at the Albany or via video call.

Every day we work with people from a wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

Key Objectives and Priorities

The post holder will practically support the expansion of Entelechy's Cluster model of remote working enabling us to double the number of people accessing the programme from 40 to 80. The vulnerabilities of the people that we support means that we are planning to continue to work in safe distanced ways until at least March 2021 and even when there are in-person activities re-introduced.

Priorities of the delivery model are:

- Ensuring that isolated older people are supported to access an ongoing weekly programme of creative accessible activities, with built-in mechanisms of care for individual participants when necessary.
- Supporting people to remain socially connected maintaining and building new friendship networks
- Supporting people to become engaged in shared projects, engendering a sense of common purpose.

Duties and Responsibilities

- To recruit and register new referrals to the cluster programme connecting with existing Entelechy initiatives (including the Gnomes at Home Creative Care Packages), GP practices, health and social care multi-disciplinary teams and social prescribing Link workers.
- To discuss the person's interests with them, and identify available options within the cluster programme that could assist the person to improve their independence and health and wellbeing.
- To work with the cluster manager to support individuals to join an appropriate creative group and facilitate follow-up check-ins to ensure that inductions have gone smoothly
- To develop an ongoing relationship with all cluster groups ensuring that individuals who may present with concerns or challenges are referred appropriately to partner agencies.
- To work with Cluster Manager to assist with volunteer recruitment and induction programmes
- To manage and prioritise own caseload, in accordance with the needs
- To support evaluation of the programme via questionnaires to monitor outcomes of the programme and support volunteers to gather other data when necessary.

Key Tasks

- To promote the Remote Working Cluster Model
- To recruit and register new referrals to the Cluster programme.
- To support individuals to join appropriate Clusters, including providing basic guidance for phone technology or access support
- To attend relevant Entelechy Arts/Meet Me Team Meetings
- To refer individuals back to Link workers, relevant GP's and social work teams if required where needs are not met within the Entelechy provision.
- To work with Cluster Manager to support smooth running of small number of volunteer/participant led clusters.
- To keep accurate and up-to-date records on relevant Entelechy Arts systems.
- To build bounded relationships with people on a one-to-one basis, making home visits or telephone assessments where appropriate within organisations' policies and procedures.

Terms

- 3 days a week (21 hours). Working days likely to be Tues, Wed, Thu although this can be negotiated.
- £24,000 - £26,000 per annum pro rata (depending on experience)
- Start date Early/Mid September 2020
- Fixed term contract to 31 March 2021
- Place of work is the Albany (Deptford, London) with some remote/home-working. Some travel in London Borough of Lewisham may be required.
- DBS required

This post is kindly funded by Independent Age