



## **Project Lead – Football Memories**

**Responsible to: Head of Delivery**

**Location:** Tynecastle Park, Edinburgh, EH11 2NZ

**Contract:** Fixed until 31<sup>st</sup> March 2027, with the possibility of continuation, subject to funding

**Hours:** 30 hours per week. Set times include 3 days at Tynecastle Park including Monday and Tuesdays. Remaining hours to be worked around the needs of the service, flexibly across the week.

**Salary: £26,000 - £29,000 pro rata**

(Our salary range typically reflects the initial starting salary and annually increases until it reaches the top of the range)

### ***Role overview***

To develop our existing Football Memories programme to improve the quality of life for people aged over 60. Supporting participants to build positive social connections in Edinburgh by providing group support, day trips, one to one support, information, advocacy and advice.

## **ORGANISATION PROFILE**

Big Hearts Community Trust is the official charity of Heart of Midlothian Football Club. Based in South West Edinburgh, we aim to improve outcomes for individuals and families, using the power of football. We work across three key areas : Mental Health, Social Connections and Equal Opportunities.

We work closely with local and specialist partners to identify areas of need, understand where we can best add value and ensure our activities are designed and delivered effectively within the communities we serve.

More information on our work can be found at [www.bighearts.org.uk](http://www.bighearts.org.uk)

## ROLE AND MISSION

### **Key Duties**

- Work with people aged over 60, on an individual or group basis, using a variety of interventions, to identify needs and to achieve positive outcomes
- Carry out home visits/initial meetings for new referrals/participants
- Plan and facilitate a yearly programme for groups offering fun, educational and cultural sessions.
- Respond to the needs of participants, using services within the organisation and signposting to additional support services or resources where required
- Carry out reporting and administrative duties, maintaining the records on CRM and database
- Lead, arrange and accompany participants and their carers on day trips

### **Individual Support**

- Assess individual needs
- Regularly review individual's progress
- Provide written and verbal reports as appropriate
- Assist participants in articulating their needs and representing their views

### **Group Support**

- Develop innovative and creative ways of working with participants, making best use of available resources
- Evaluate and review group work programmes and methods
- Produce regular written reports on group developments and the progress of individuals within the groups
- Support group workers and volunteers assigned to groups

### **Service Development**

- Develop an expertise within our Football Memories Programme in identifying and supporting people aged over 60, and where appropriate supporting the transition to other services internally and externally.
- Publicise and raise awareness of the needs of participants and the Big Hearts Football Memories Programme with relevant organisations, agencies and local media
- Liaise with relevant organisations and agencies to identify and enable participants to access the project and other services
- Work with statutory and other voluntary organisations to ensure the identified personal outcomes of participants are met
- Identify and highlight opportunities to develop service activities
- Support the Head of Delivery to secure funds for the service
- Work within the policy framework and programme of activities agreed by the Board

### **Monitoring and Evaluation**

- Participate in the regular monitoring and evaluation of the service and its work and highlight ideas or opportunities to develop the monitoring and evaluation framework
- Maintain records and database (e.g. service enquiries, records about individuals, management information, training and evaluation records)

## ***Key-responsibilities***

- Undertake Adult Protection Training and other training relevant to the position
- Ensure that your professional knowledge and your practice meet the highest standard
- Keep abreast of current research and practice development, identifying relevant issues
- Understand fully the requirement for confidentiality in all areas of your work
- Effectively communicate, engage and inspire staff across the projects, and team work throughout the organisation, including involvement in team meetings & staff meetings as required
- To work as part of the wider team to ensure services are delivered effectively, including commitments and best practice
- To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills
- Work to legislative, ethical, policy and procedural requirements, adhering to Big Hearts policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated
- Undertake relevant Continuing Professional Development
- Use communication systems to good effect including email/slack/meetings/whatsapp
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate
- Understand fully the requirement for confidentiality in your work, balanced with data sharing with suppliers, stakeholders and others, being aware of GDPR.
- Care for the work environment to promote effective working
- Liaise with other voluntary, statutory workers and stakeholders as required.

## ***Support & development***

To undertake regular Support & Supervision, and planning meetings with the Head of Delivery

## **PERSON SPECIFICATION**

### ***Personal qualities required.***

- Ability to form appropriate relationships with people of all ages.
- An approach to work which is positive, flexible and reflects a commitment to the rights of people aged over 60.
- Ability to use initiative and organise workload efficiently with minimum supervision to meet deadlines
- Ability to work as part of a team, communicating and sharing ideas

## ***Essential experience & knowledge required***

- A relevant professional qualification in social work, community education, care or other relevant qualification.
- A minimum requirement of 3 years' experience working with families, including individual and group work.
- Experience of working with people aged over 60, as individuals and in groups, and working towards and achieving positive outcomes in a way which assesses need, addresses issues and is imaginative and empowering to people.
- Have a creative and innovative approach to delivering fun and interesting group activities whilst adhering to a budget
- Sound understanding of, and sensitive approach towards, the situations, needs and difficulties faced by people aged over 60.
- An understanding of the issues faced by people aged over 60.
- Some knowledge and experience of the way statutory and voluntary agencies are organised and some understanding of current community care policies.
- Experience of linking in with agencies in the statutory and voluntary sector.
- Excellent (English) written, verbal and non-verbal communication skills
- Ability to write progress reports and keep appropriate records of work with individuals and groups of young people.
- Understanding of, and commitment to, the promotion of equal opportunities.
- Competent and comfortable with the use of Google software, Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams). Knowledge of apps such as Zoom/Whatsapp/Slack and Trello is advantageous.
- The ability to share specialist knowledge for the development of colleagues.

## ***Desirable knowledge***

- Experience of working in the Voluntary Sector
- Experience of reporting to funders
- Supporting staff and volunteers in a group work environment
- A current driving licence and access to a car for business use

## **ADDITIONAL INFORMATION**

- Two satisfactory references will be requested upon any offer of employment.
- Successful applicants will be subject to an Enhanced Protecting Vulnerable Groups (PVG)

## HOW TO APPLY

Please email your **CV & cover letter** detailing how your skills and experiences make you a good fit for this role to [recruitment@bighearts.org.uk](mailto:recruitment@bighearts.org.uk)

The deadline for applications is **5pm on Friday 15<sup>th</sup> March 2024**.

Shortlisted candidates will then receive an invitation to attend an interview.

If you have any questions about the role, or the recruitment process, please email [recruitment@bighearts.org.uk](mailto:recruitment@bighearts.org.uk) and will help answer your questions.

***Big Hearts is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, race and religion or belief***