



Date: 27th August 2021

Weavers Community Forum (WCF)

Job Description

Post: Female Support Worker

Location: Bethnal Green, Tower Hamlets

Responsible To: Managing Director

We are currently recruiting a Female Support Worker to join our organisation to lead and organise Health & Wellbeing activities for elderly women in London Borough of Tower Hamlets.

Hours: 4 hours per week
Rate of pay: £12.25 per hour
Duration: This is a Fixed Term Contract till 30th September 2022
(Possible extension subject to availability of funding)

Background

Weavers Community Forum is a dynamic grassroots voluntary community organisation established in the Weavers Ward, of Tower Hamlets since July 2010. The Forum was set up initially by a group of local people to tackle issues related to young people, poverty, deprivation, the isolation, and loneliness being experienced by a marginalized part of the community. The Forum seeks to offer a holistic approach to empowerment of local people through training and development and grew by sharing similar vision and aspirations of the Tower Hamlets Council for the residents of Weavers and the neighbouring Wards.

Vision/Mission Statement:

“A society in which marginalised people, young and old, have the opportunities to change their lives positively for the better”.

“To empower the local community with the skills, knowledge and attitudes they need to thrive now and in the future”

Core Values:

The Forum is committed to a set of values that underpin our core roles and determine how we behave across our diverse range of activities.

1. Integrity and trust
2. Openness and transparency

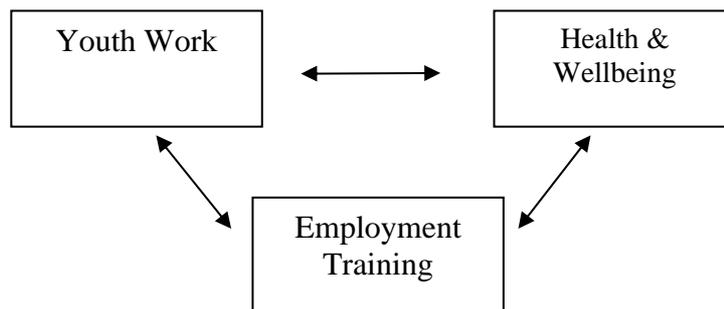
3. Strive to make a difference
4. Working with partnership and avoid duplication of services
5. Empowerment to disadvantaged locals
6. Commitment to equality

Aims & Objectives

The charity's objects are to promote the benefit of the inhabitants of the London Borough of Tower Hamlets by:

1. the advancement of education and training;
2. the relief of unemployment;
3. the relief of poverty, sickness and distress;
4. the promotion of good health; and
5. the provision of recreational facilities in the interests of social welfare with the object of improving their conditions of life.

We have three prioritising working themes as follows:



Priority One: Provide recreational facilities to local disadvantaged children, youth, and to work towards community cohesion in this area: and upgrade premises to accommodate more recreational programs for deprived young people in general. Organise accredited training and workshop, homework support clubs, citizenship workshops and community events lead by young people.

Priority Two: Deliver Health and Wellbeing projects engaging hard to reach local women in physical activities with a view to increasing participation on health awareness and physical activities of local women from ethnic minority: develop a project proposal appropriate to local needs and identify potential funders.

Priority Three: Provide skill building training, advice to local unemployed suitable to their needs and to work closely with local employers encouraging them to recruit people from local community: Continue to deliver employment Training and Advice Project particularly to those who are long term unemployed and economically inactive. Seek further funding to make it sustainable and long-term project to broaden the scope of employment advice and training.



Female Support Worker

Job Description and Personal Specification

Job description

1. What is the overall purpose of the role?

- To provide all necessary and appropriate support for local elderly woman's
- Helping them reach their full potential.
- Helping to hold a safe and supportive environment where elderly women can come together to socialise and learn about healthy lifestyle.
- discover exciting new ideas and activities they are unlikely to experience anywhere else

2. Key activities and responsibilities

- Welcoming elderly women to the project, ensuring everything is running smoothly and supporting them in engaging with the activities
 - Delivering weekly drop-in session for example organising fitness sessions, social activities, walking, positive discussions, and conversations, taking accountability for security and safe working within the sessions
 - Supporting the delivery of creative and partnership projects
 - Having conversations with elderly woman's, identifying issues affecting them and how their needs can be met
 - Helping ensure that all evidence of projects is properly documented, and that work is evaluated and reported in accordance with contractual commitments
 - Produce video recording of activities for funders and project promotion
 - Producing case studies of project participants
 - Keeping registers, writing evaluation / sessional reports and inputting data into management information system
 - Taking part in outreach activities, both independently and in partnership with other services
 - Obtaining necessary equipment as when required
 - Recruiting and managing volunteers for the project
 - Act as an ambassador for the organisation and help with publicising the project externally.
 - Liaise with relevant professionals, agencies, and individuals on behalf of service users.
 - Ensure compliance with all relevant policies and practices of the organisation and that all necessary records and paperwork are complete and up to date.
 - Carry out all duties in accordance with the Forum's policies on Health and Safety, Data Protection, and with relevant legislation
- Female Support Worker
Job Description and Personal Specification



- Act as a role model for elderly woman's, inspiring them to engage in the services and understand and appreciate the services the Forum is providing.
- Any other duties appropriate to the post as directed by the Line Manager.

Person Specification

3. You are

- Friendly, cheerful, positive, and self-driven, non-judgemental, able to work independently and as part of a team.

4. Education, qualifications, or experience

- Trained to carry out fitness sessions or relevant experience working with elderly woman's
- Experience of working with BAME women in an inner-city environment
- Experience of organising small-scale events or coordinating projects is desirable
- Possess leadership and organising skills
- Be able to communicate in Bangla is desirable.

5. Knowledge, skills, and abilities

- Excellent communication skills, with the ability to quickly establish positive relationships with elderly woman's and motivate them to participate in activities and events
- Good organisational and administration skills with proficiency in Microsoft Office
- Understanding and appreciation of the importance of monitoring and evaluation in a Health & Wellbeing setting
- Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership
- Ability to prioritise effectively and enjoy multi-tasking in a busy environment
- A believer in strongly supportive environments, sharing and being open with colleagues
- A working understanding of safeguarding and vulnerable people and how to maintain appropriate professional boundaries
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour.



Health and Safety

1. To be familiar with Fire Regulations and evacuation procedures and act accordingly in an emergency.
2. To ensure that Health and Safety requirements are adhered to in accordance with the Health and Safety at Work Act (1974), the Health and Safety Regulations, codes of practice, guidance notes and other statutory requirements or organisational policy.
3. Making sure operation of all emergency procedures & building maintenance i.e., fire alarm, emergency lighting & heating system are always adhered to.

Safeguarding / Policies & Procedures

1. To ensure all policies and procedures are adhered to.
2. Attend any designated safeguarding training as and when required.
3. To ensure that Health and Safety processes are followed, and risk are minimised.

This job description will be periodically reviewed with the post holder to take account of the changing demands and operational guidelines defined by Weavers Community Forum.

Application Information

How to Apply:

Please email your most recent CV and provide a supporting statement which is your opportunity to evidence how your skills, knowledge, and experience match what we are looking for based on the Person Specification area of the attached Job Outline. If you do not supply a supporting statement, your application will not be shortlisted.

Deadline for Application: Sunday, 12th September 2021 @ 6.00 pm

CONTACT DETAILS:

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