

Village Agent, Arlesey
10 hours/week
£6,559 per annum (£22,958 pro rata)



Introduction

Are you committed to supporting vulnerable and isolated people living in Arlesey? Are you interested in a flexible local employment opportunity that you can fit around your other commitments?

BRCC is seeking to recruit a Village Agent for Arlesey. Village Agents work to connect people in their area to the services and support that they need.

The Agent will operate on a pilot basis, the first of its kind in Central Bedfordshire, and will report to a steering group of local stakeholders. The pilot has emerged from the Ageing Well programme in the Ivel Valley in Central Bedfordshire, and is being funded by Central Bedfordshire Council. While the Agent will work independently, the post holder will be able to link in with and learn from the existing Village Agents employed by BRCC in Bedford Borough.

Outline terms and conditions

1. *Period:* Fixed-term contract until 31 March 2014
2. *Working hours:* 520 hours per annum on a flexible (annualised hours) basis (10 hours/week on average), this may include occasional evenings and weekends
3. *Place of work:* this role is home-based (applicants must have access to their own IT equipment as required by the role), and will involve travel around the area
4. *Salary:* £6,559 per annum (£22,958 pro rata)
5. *Expenses:* Mileage is paid at an agreed rate (45p/mile for car users) within the parish of Arlesey only (unless required to work outside the area, e.g. for training or meeting purposes)
6. *Holidays:* 66 hours holiday per annum (231 hours pro rata), which includes all Bank / Public Holidays
7. *Line management:* the post reports to the Deputy Chief Executive

Recruitment Process

To apply, please complete the application form and email it to Jon Boswell at jonb@bedsrcc.org.uk. The Job Description and Person Specification for the role are below.

Shortlisted candidates will be invited to an interview in or near Arlesey.

Application deadline: Monday 5 March at 9am

Interviews: w/c 12 March

For an informal chat about the post, please contact Jon on 01767 626460.

Job Description

Job Purpose

The Village Agent will identify vulnerable and isolated adults of all ages living in Arlesey, and ensure that they can access the services and support they need. This involves building local support networks as well as acting to bridge the gap between local people and statutory organisations. The Agent will work with any resident in need, not just those who are eligible for social services. The role involves visiting people in their own homes.

Job responsibilities

Outreach and client support

- Carry out outreach and profile-raising activity to identify vulnerable, disadvantaged and isolated people in the community who may need targeted support in order to keep living independently
- Provide high quality face-to-face information, advice and support, helping clients to make informed choices about their future needs and goals
- Broker services on behalf of clients, identifying ways of meeting client needs within the local community as far as possible

Local co-ordination and capacity-building

- Identify existing community supports (e.g. voluntary organisations, care schemes, informal networks) and address any gaps as appropriate
- Meet gaps through low-level commissioning and/or purchasing
- Act as first point of contact in Arlesey for service providers, and develop effective working relationships with these and other local organisations
- Recruit volunteers to assist in delivery as appropriate

Reporting

- Maintain accurate and comprehensive client records ensuring compliance with the Data Protection Act
- Report regularly to project steering group

General

- Actively pursue self-development, identifying training and Continuing Professional Development needs and potential solutions
- Adhere to BRCC's policies and procedures at all times
- Undertake other duties as may reasonably be requested

Person Specification

	Essential Attributes	Desirable Attributes
EDUCATIONAL QUALIFICATIONS	Qualified to Level 2 (GCSE grade A* to C or equivalent)	Qualified in relevant discipline, e.g. Information, Advice and Guidance, community development
EXPERIENCE	Experience of giving advice, in either voluntary or professional capacity	Working with public and/or voluntary and community sector partners to deliver services Working with vulnerable adults
SKILLS AND KNOWLEDGE	Strong interpersonal and communication skills Good organisational and IT skills Basic knowledge of relevant statutory services	Detailed knowledge of the local community in Arlesey Report writing skills Knowledge of community development approach Advanced knowledge of relevant statutory services
PERSONAL ATTRIBUTES	Ability to work on own and as part of a team Strong commitment to improving the lives of vulnerable people Commitment to community development approach Determined and hard working Willingness to learn	
OTHER	Able to work from home, using own IT equipment Able to travel independently within Arlesey as required Prepared to work occasional weekends and/ or evenings Prepared to undergo Enhanced Criminal Records Bureau (CRB) check	Own vehicle and full driving licence First Aid at Work certificate and/or Fire Safety training Local networks and contacts in Arlesey