



## Job Description

Post: Community Link Worker  
Duration: Temporary (12 months)  
Hours: Part time, 20 hours per week  
Location: Working from home  
Responsible to: Forum Co-ordinator  
Salary: £22126 pro rata

### Job Purpose

To assist the Support and Befriending Project for people over 50 in Telford & Wrekin and support the Forum Co-ordinator to help fulfil the charity's aims and objectives.

### Principle Duties

1. Play an integral part in the Support and Befriending Project, making initial phone contact with referred clients, liaising with other organisations, carrying out initial assessments including some home visits and working with the client to plan their support.
2. Have a small caseload of clients that you maintain regular contact with.
3. Help to set up, manage and attend regular social groups, helping new people to feel welcome.
4. Support the Co-ordinator in developing the project and new initiatives.
5. Help the Co-ordinator to recruit and support volunteers, and to work closely with other external support providers.
6. Support the Co-ordinator with the organisation and delivery of events and meetings.
7. Occasionally represent Forum 50+ at external meetings and events.
8. Undertake general administrative procedures including taking minutes, dealing with post, maintaining databases and client records, collating data and feedback.
9. Respond to enquiries by phone and email, signposting to other services.
10. Provide basic cover for the Co-ordinator when on annual leave or otherwise absent.

11. Support Forum 50+ to ensure compliance with statutory legislation and Forum 50+ policies, in particular – Equalities and Diversity, Data Protection, Confidentiality, Adult Safeguarding, Health & Safety, and Charity Commission regulations.
12. Attend relevant training and development activities to increase own skills, knowledge, and experience.
13. Undertake any other duties and responsibilities as may be required and comply with all the organisations policies and procedures.