



NORTHAMPTONSHIRE ACRE
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Registered Charity No. 1080038
Company Limited by Guarantee number 3937576

RURAL WELLBEING FIELDWORKER
(part time 28 hours)
Fixed term to end March 2019

Northamptonshire ACRE is a countywide charity working alongside rural communities to help reduce rural isolation and vulnerability. We support and advise Parish Councils, community groups, village halls and shops on a wide range of topics and encourage local action and participation in decision-making through grass roots community development.

The Rural Wellbeing Service is a Big Lottery funded project that has been running since March 2015. This is a fixed term post to the end of March 2019 working on our Rural Wellbeing Service.

Job Title:	Rural Wellbeing Fieldworker
Salary:	£18,570 p.a. pro rata
Duration:	Fixed term contract to the end of March 2019
Hours of work :	28 hours per week over 4 days. Some evening work and weekend work may be necessary, for which time off in lieu can be taken
Responsible to:	Chief Executive
Based at:	Hunsbury Hill Centre, Northampton
Holiday entitlement:	20 days plus Bank Holidays & any current ACRE discretionary days - pro rata
Pension entitlement:	Northamptonshire ACRE will contribute 3% of qualifying salary to your pension pot. The pension provider is the People's Pension.
Geographical Area:	County of Northamptonshire
Travel Allowance:	Travel around the geographical area will be necessary for which appropriate expenses will be paid.

Responsibilities of Fieldworker:

1. Publicise and promote the Rural Wellbeing Service including producing press releases, marketing materials and social media outputs.

2. Visit clusters of rural communities with a mobile unit, providing information and advice to older people on benefits, debt management, energy needs, home safety, social care and health support and security.
3. Where more detailed help is required, using a triage approach carry out an initial assessment, advising on possible services and signposting the person on to relevant agencies for more specialist support where required. Follow up all referrals to ensure an outcome is achieved.
4. With the aid of the Rural Officer, help develop Good Neighbour Schemes in villages to provide day to day support to local residents who may need help on an occasional or regular basis.
5. Where a Good Neighbour Scheme is not applicable, recruit volunteers in villages to become Good Neighbours and support them with one to one and quarterly group sessions, assisting them to compile information on current village demographics, facilities, services and activities and help them to set up new activities, clubs and services in a village as required.
6. Identify opportunities to make a community more aware of difficulties that isolated people can experience and arrange relevant talks or training from partner agencies.
7. Provide statistical information on the project including number of contacts, referrals made, outcomes achieved, to the Project Manager in preparation for reporting to the Big Lottery.
8. The job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances of Northamptonshire ACRE. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Essential

1. Sound knowledge of rural issues, particularly those affecting older people in rural communities.
2. Good understanding of the role of voluntary organisations and community groups in community development and partnership working.
3. Proven ability to communicate effectively at all levels with professionals and with individuals and groups in local communities and good presentational skills.
4. Experience of project formation and development.
5. Ability to work alone and remote from the office.
6. Good organisational skills and ability to prioritise own work-load.
7. Must have driving licence and access to a car.
8. Must be prepared to work flexible hours including evenings.
9. Working experience of office based word-processing, spreadsheet and database packages.

Desirable

1. Awareness of the role and work of parish councils in rural areas
2. Experience of community development work.
3. Experience of research, analysis of data and the production of reports.
4. Knowledge of Microsoft Publisher
5. Knowledge of Web-page design/updating

Equal Opportunities

Northamptonshire ACRE strives to be an Equal Opportunities employer but regrets that its offices are not currently accessible to wheelchair users.

Northamptonshire ACRE operates a no-smoking policy.