



Age & Opportunity Active Programme

FitLine Coordinator

Job Description

Position:	Full-time, 37.5 hours per week
Contract:	From commencement of contract to 31 st August 2023 - Specified Purpose Contract
Salary:	€35,500 per annum
Reporting to:	Active Programme Manager (and Active Programme Assistant Manager in her absence).
Direct reports:	Active Programme FitLine Administrator, and Active Programme FitLine mentors
Location:	Remotely (with occasional attendance required in Dublin office).

Main Tasks and Responsibilities

- Lead on the further development and nationwide expansion of the FitLine initiative in conjunction with the Active Programme Manager and Assistant Manager.
- Lead on the development of local hubs nationally
- Manage the recruitment of volunteer mentors in conjunction with the HR Manager and provide ongoing training and support to mentors.

- Manage the induction of volunteer mentors, the provision of leadership and resilience training and all refresher training.
- Recruit FitLine participants in conjunction with the wider Active team and with the support of the Communications Manager.
- Be aware of safeguarding FitLine staff, mentors and participants
- Ensure that the FitLine mentor materials and FitLine participant materials (resource packs) are kept up to date.
- Register FitLine participants and ensure that they receive a resource pack.
- Oversee the management of the scheduling for volunteer mentors.
- Oversee the FitLine administration function and assist with administration where required.
- Visit FitLine centres on a regular basis (within Covid-19 protocols).
- Consistently review mentor inputs and comments on the CRM system following calls and conduct any follow up required.
- Manage the data input on Form Assembly by mentors
- Input data and extract reports from Salesforce CRM system.
- Manage all FitLine mentor volunteers.
- Act as point of contact for volunteers and for partner organisations regarding FitLine.
- Develop relationships with LSPs, social prescribers, other local agencies and partner organisations, to enhance the expansion of FitLine.
- Identify further training opportunities for volunteer mentors.
- Organise volunteer mentor networking and upskilling sessions.
- Work closely with the Policy, Research and Evaluation Manager on the ongoing evaluation of the FitLine initiative
- Work closely with the Communications Manager on the promotion of FitLine through various media platforms.
- Manage the FitLine budget in conjunction with the Active Programme Manager.
- Organise and contribute to the organisation of events including training activities, seminars or conferences in conjunction with the Active Programme Manager and the Communications Manager.
- Ensure that confidentiality is respected by staff and mentors

Other Responsibilities:

- Ensure adherence to legislation, regulations and defined quality standards on all projects undertaken.
- Follow the policies and procedures outlined in Age & Opportunity's Employee Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement.
- Commit to the purpose of Age & Opportunity, and work within the values of the organisation.
- Participate in regular supervision with your line manager.
- Actively participate in full team meetings.
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Contribute as an active member of the Age & Opportunity team, to the development and support of other initiatives within the organisation where relevant.
- Promote and represent Age & Opportunity on committees and at events as requested.
- Operate within agreed budgets seeking authorisation for expenditure and be accountable for such expenditure authorised and ensure the appropriate coding of expenses.
- Provide written reports as per deadlines requested.
- Undertake any other tasks as will from time to time be requested.

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