

JOB DESCRIPTION

Community Falls Prevention Champion

KEY INFORMATION

Salary	£27320 FTE Pro Rata (Fixed Term until March 2028)
Hours	22 hours per week (Following probationary period of 3 months)
Reporting to	Wellbeing Hub Lead
Accountable to	Centre Manager
Holidays	25 Days a year + Bank Holidays (Pro Rata)
Location	Holme Centre, Madison Avenue, Bradford, BD4 0JE and across various community settings across Bradford South

Who we are

Kyffin Place Community Centre was established in 2018 to run The Sutton Centre, a community asset which we lease from Clarion Housing Group. We now provide space for hire and deliver multiple projects over two sites which enable us to fulfil our mission and aims outlined below.

Our mission is: Supporting Healthy Community

Our aims are: Improving Health, Increasing Wealth and Building Community

This is all underpinned in our values which are: Open, Safe, Accessible, Relational.

We are an equal opportunities employer and welcome applications from all sections of the community. We are committed to equality, diversity and inclusion and to ensuring our recruitment practices comply with the Equality Act 2010. Reasonable adjustments are available throughout the recruitment process.

Job Purpose

- The Community Falls Prevention Coordinator (Falls Champion) will lead the development of community-based falls prevention within their locality, helping to make falls prevention everyone's business.
- The postholder will work across voluntary, community, faith and social enterprise (VCFSE) organisations, primary care, community health services and local communities to increase awareness of falls prevention, strengthen referral pathways and improve access to local activities that support confidence, independence, strength and balance.
- A key part of the role will be delivering a Train the Trainer model, enabling community organisations to become confident in promoting falls prevention messages and supporting people at risk of falling. The postholder will also support implementation of the Walk From Home Scheme, working alongside volunteers, befriending services and community partners.
- An Enhanced DBS check will be required due to safeguarding responsibilities.
- The post holder must follow Bradford Council and Kyffin Place Community Centre safeguarding policies and concerns promptly.

MAIN AIMS OF THE ROLE

- Act as the recognised Falls Champion within the locality, promoting consistent, evidence-based falls prevention messages.
- Deliver falls prevention awareness training to organisations within the locality.
- Champion and demonstrate a commitment to the pursuit of Kyffin Place Community Centre's (also known as the Sutton Centre) mission, aims and values.
- Be a key part of the support of the Sutton Centre staff focusing on working with the community as well as assisting with events throughout the year.
- Support administrative tasks as directed by the Wellbeing Hub lead and Centre Manager to support the team to focus on deliver.
- Increase community engagement with Sutton Centre and the variety of services and projects it offers.
- Provide a high-quality service to all stakeholders that includes Kyffin Place Community Centre's staff and trustee team, volunteers, delivery providers and donors and beneficiaries.

KEY DUTIES AND RESPONSIBILITIES

1. Community Falls Prevention Leadership

- Act as the recognised Falls Champion within the locality.
- Promote consistent, evidence-based falls prevention messages.
- Raise awareness of falls prevention amongst community organisations, residents and professionals.
- Champion preventative approaches that improve confidence, mobility and independence.
- Develop local relationships that support integrated neighbourhood working.
- Participate in locality and neighbourhood meetings where appropriate.

2. Training and Workforce Development

- Complete the Falls Prevention Train the Trainer programme delivered by the Bradford District Care Trust Falls Prevention Team.
- Deliver falls prevention awareness training to organisations within the locality.
- Support organisations to embed falls prevention messages into their existing activities and services.
- Contribute to the development of a network of local Falls Champions across community organisations.
- Deliver presentations, workshops and awareness sessions.
- Provide ongoing support and advice to trained organisations.

3. Community Mapping and Asset Development

- Undertake locality mapping to identify groups supporting but not limited to strength and balance programmes, walking groups, exercise classes, Physical activity opportunities, befriending services and community support services.
- Identify gaps in provision.
- Support the development of new opportunities where gaps exist.
- Produce and maintain a directory of local falls prevention resources.
- Share local intelligence with partners.
- The role will help ensure local people are connected to existing community assets and activities rather than creating unnecessary duplication.

4. Partnership Working

- Build effective relationships with but not limited to GP Practices, Primary Care Networks,

Bradford Care Alliance, Falls Prevention Teams, Community Rehabilitation Teams, Wellbeing Network Partners, Community Partnerships, Local authority and VCSE organisations

- Promote awareness of community-based falls prevention opportunities.
- Support development of integrated referral pathways.
- Participate in multidisciplinary and neighbourhood-based discussions where appropriate.
- Strengthen links between primary care and the voluntary sector.

5. Walk From Home Scheme

- Support implementation of the Walk From Home Scheme within the locality.
- Work with volunteer coordinators and volunteers to provide information on local community assets.
- Promote referral pathways into the scheme.

6. Community Engagement and Inclusion

- Ensure services are accessible and inclusive.
- Engage with communities experiencing the greatest inequalities and vulnerability to falls.
- Promote culturally appropriate approaches.
- Reduce barriers relating to: Transport, Confidence, Language, Social isolation, Disability
- Encourage participation from people who may not traditionally access health services.

7. Monitoring, Evaluation and Reporting

- Maintain accurate records and monitoring information.
- Record training activity and engagement.
- Contribute to service reporting and evaluation.
- Gather case studies and feedback.
- Share learning and best practice across the five localities.
- Participate in peer learning and service development activities.
- Support evaluation of outcomes and impact.
- The postholder must comply with GDPR and organisational data-handling policies.
- The postholder must follow Kyffin Place Community Centre Health & Safety policies, including lone working, risk assessments, and incident reporting.

General Responsibilities

- Show our organisational values, be a positive role model, and set standards for other staff members to follow.
- Promote the positive and professional ethos of the Wellbeing Hubs and their lead organisations both internally and externally.
- Any other matters referred by the Centre Manager for specific attention.
- Carry out any additional duties as required or appropriate to the post and grade.
- Attend monthly 1-1 meeting and annual appraisal with your line manager to support you in fulfilling your duties and responsibilities and in reviewing your progress against set objectives.
- Identify and attend training that will support you in fulfilling your duties and responsibilities and professional development and in ensuring that Kyffin Place Community Centre meets legal and best practice standards.
- Contribute to Kyffin Place Community Centre's main operations through engaging with the local community.
- Contribute to improving practice across the whole organisation across multiple sites.
- Being flexible to support the team by covering some team members tasks during their absence when necessary.
- Follow all Kyffin Place Community Centre policies and procedures and terms of your contract.
- Undertake any other duties that support the fulfilment of this post and the ongoing development of Kyffin Place Community Centre.
- Attend and contribute to staff meetings as appropriate.
- Attend staff meetings, staff away days and retreats.

Person Specification

SKILLS AND ABILITIES	Desirable	Essential
Ability to bring coordination to a project		E
Ability to build positive working relationships.		E
Ability to engage and motivate others.		E
Ability to facilitate networking and collaborative working.		E
Ability to lead on own personal development		E
Ability to manage workload effectively		E
Ability to treat people's concerns with respect, tact and sensitivity while being aware of the limits that are required by confidentiality and the boundaries that govern the Beneficiary/Support Worker relationship.		E
Ability to work independently and manage competing priorities.		E
Canva, Photoshop and social media platforms		E
Collaborative and relationship focused.		E
Committed to person-centred and strengths-based approaches.		E
Committed to the mission, ethos and values of the Sutton Centre (outside of the funded project) and have a desire to make a difference.		E
Event planning, delivery and running events		E
Excellent communication and presentation skills.		E
Experience of building relationships across organisations.		E
Experience of community development or community engagement.	D	
Experience of delivering training, workshops or group sessions.		E
Experience of falls prevention, physical activity, healthy ageing or frailty services.	D	
Experience of partnership working.		E
Experience of Train the Trainer approaches.	D	
Experience of working within the voluntary, community or health sector.		E
Flexible and adaptable.		E
Good networking skills and capable of planning, organising and prioritising own workload		E
Knowledge of primary care and neighbourhood working.	D	
Microsoft applications (Outlook, Word, Excel, PowerPoint and SharePoint)		E
Passionate about prevention and community wellbeing.		E
Present written information in a structured and balanced way appropriate to the needs of the reader		E
Previous Administrative role/s		E
Self-motivated, self-starter with high levels of energy and enthusiasm.		E
Sense of adventure and a willingness to try new things.		E
Strong organisational skills.		E
Understanding of health inequalities and barriers faced by local communities.		E
Values diversity and inclusion.		E
Work on own initiative with minimum supervision and is able to form and maintain good working relationships at all levels		E