

About Linking Lives UK

Our Aims

Our primary aim is to inspire, equip and resource churches and Christian organisations to develop effective responses to loneliness and social isolation in local communities which impact the lives of older people. This is achieved by enabling churches to set up local befriending projects in which volunteers regularly visit or telephone older people on a regular basis. This contact has a significant impact in addressing loneliness and social isolation and there is evidence that such activity can improve physical, mental and spiritual health as well as self-confidence. We are also very much aware that older people have much to offer to the rest of society, and we encourage our projects to value and celebrate the contributions and experiences of older people.



We believe that the church has a key role to play in addressing these key issues of our time, and that many are recognising the need to respond in their local communities. This was highlighted recently in a report produced by AllChurches Trust which found that ***'58% of churches consider loneliness and social isolation will be the biggest issues in their communities during the coming year'***¹. We are excited at the prospect of continuing to support churches in this way, and this role will be a key one in supporting isolated older people in the Devon region.

Who we are and what we do

Linking Lives UK has emerged from the initial work of a church-based community project in Berkshire which began in 1998. The approach that we take involves regular visits and phone calls being made by volunteers and typically last for between one and two hours. Those receiving visits are also encouraged to attend local social events and activities where possible, or visit places of interest with their volunteer. We began working on a national level in 2012, so that this model could be replicated in other areas, and in 2016 Linking Lives UK became registered as separate charity to focus on this national work. There are currently 32 visiting projects operating ranging from Aberdeen to Guernsey, each of which provides crucial support to those most in need of company. Our main role is to provide the necessary training, advice, documentation and ongoing support to partner churches as well as sharing good practice.

Following the commencement of lockdown in March 2020, all previous home visits were converted to regular telephone calls, and volunteers have been providing much needed support during the Covid-19 pandemic in this way. We have also set up an exciting and brand-new model called Two's Company which has been made available to 18 churches and Christian organisations wishing to support socially isolated people during lockdown. This model is an 'off the shelf' telephone befriending project which can be set up quickly, easily and safely in local communities and we expect this to continue to be a key aspect of our work in the future.

¹ 'Hope Beyond', AllChurches Trust, July 2020

Training & Resources Manager Role Description *

Based: Home-based

Status: Self-Employed

Hours: Initially 24 hours per week

Rate: £28,200-£33,840 FTE (£16,920-£20,304 actual)

Weeks worked per year: 47

Contract: One year initially (Subject to 6-month review)

Reporting to: National Director

This is an exciting opportunity to join our ground-breaking Christian charity working to combat loneliness and social isolation on a national level. Using a tried and tested approach, we work with churches and Christian organisations across the country to support them in establishing befriending schemes. There are currently over 55 partner projects (known as 'hubs') operating nationally. In each area, volunteers regularly visit or telephone older people, and social events and activities are also organised (when government guidelines permit).

This new role has been created to enable us to continue to develop our work by providing good quality training, presentations and resources for use with churches and Christian organisations. The role will involve creating, delivering and reviewing all elements of our training material, and ensuring that effective evaluation is carried out. Production of written resources to complement and enhance training courses will also be a key aspect of this role.

Summary and Main Purpose of Role

We are looking for an enthusiastic and self-motivated person who pays attention to detail and has great training and development skills. We are looking for someone to lead the development and delivery of a comprehensive high-quality training and resource programme. Experience (within the business or charity sector) of creating and delivering bespoke training and compiling written resources will be required. The role will include:

- Organising, publicising and delivering regular webinars on a regional or national basis to groups of potential partner churches
- Developing and improving existing webinars and courses
- Creating new courses and workshops according to demand and need
- Compiling and delivering occasional presentations for external conferences/ special events
- Compiling written resources for use alongside training events

*All elements of this role will be subject to any ongoing changes to lockdown working practices

Specific responsibilities

1. External training development & delivery

- Develop a training plan that outlines the workshops/ webinars and courses available to churches
- Compile new template taster sessions/ training courses focusing on issues of loneliness and isolation and the various Linking Lives UK models of operation.
- Monitor the format of all training materials to ensure consistency and compliance with brand guidelines
- Ensure the collection of regular evaluation feedback which informs ongoing development and raising of quality standards
- Compile and present occasional presentations for external conferences and special events
- Oversee (in conjunction with other team members) the planning, preparation and operation of the Linking Lives UK Annual Conference

2. Internal training

- Plan and prepare quarterly gatherings for existing Linking Lives coordinators focusing on key issues and updates
- Organise other ad hoc training sessions as required
- Arrange 'Spirituality and Ageing' training for local coordinators in liaison with an external partner charity

3. Written resource compilation

- Ensure that appropriate written resources are available alongside all training/ taster events
- Compile regular articles and blogs for internal and external publication
- Compile practical resources providing guidance and advice in addressing loneliness and social isolation
- Review and adapt key resources in line with brand guidelines

Other features of the role/ special requirements

- You will need to be able to work on your own initiative as well as operating effectively as part of a wider team.
- Uphold the Christian ethos of Linking Lives UK in all aspects of the role and personal conduct
- Contribute positively to regular team meetings including prayer times.

The role will be a self-employed position, and will involve working from home. We are specifically looking for someone with the relevant experience who shares our vision to reach and support isolated older people.

This role has been created with support from



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Person Specification

Training & Resources Manager

	Essential	Desirable
Qualifications / Education	<p>Educated to A Level standard or higher</p> <p>Evidence of continuing professional development and commitment to learning.</p>	<p>Diploma or degree in relevant subject.</p> <p>Relevant qualification</p>
Experience	<p>At least 2 years' successful experience in training environments</p> <p>Developing and writing written resources</p> <p>Working to agreed targets and deadlines through effective time management and prioritisation</p>	<p>Working with older people</p> <p>Working in a Christian environment</p> <p>Lone working</p>
Knowledge	<p>Knowledge of best practice and approaches to training development within the voluntary and community sector.</p>	<p>Of the Christian faith</p> <p>Issues relating loneliness, social isolation and older people</p>
Skills	<p>Excellent interpersonal and communication skills, with the ability to communicate (using different methods) confidently and effectively with people from a wide range of backgrounds and sectors</p> <p>Management and organisation skills</p> <p>Innovative and creative, able to think strategically and laterally</p> <p>Competent and confident with IT systems - Microsoft Office applications and databases</p>	
Other	<p>Flexible</p> <p>Team player</p> <p>Commitment to the philosophy and values of Linking Lives UK</p>	