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|  | Footcare Facilitator |

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| **Salary** | **£24,414 per year (Pro Rata) Grade 2** |
| **Term of Contract** | **Temporary Leave of Absence cover from Jan 2024 (9-12 months)** |
| **Responsible to** | **Prevention Services Co-ordinator** |
| **Hours per Week** | **25 hrs** |
| **Annual Leave Entitlement** | **25 Days plus 11 Public Holidays, Pro Rata** |

1. **Introduction and background**

With over a decade of experience, at Roar – Connections for Life, our highly experienced team works with hundreds of older adults across Renfrewshire. Understanding the problems of loneliness, social isolation and falls prevention in old age has led us to success, both in working across the generations and providing that crucial one-to-one support. We offer a wide range of services to help with a myriad of aging issues.

1. **Job Context**

Roar require an appropriately experienced Footcare Facilitator to cover for a 9–12-month period of temporary leave of absence, and to oversee the day-to-day coordination and administration of our toenail trimming service ‘Roar Do Feet’ at our various footcare venues in Renfrewshire. It is also hoped this role will enable the continued expansion of this service to an additional hours and weekly clinics across Renfrewshire.

This role oversees the day-to-day management and support of the Footcare technicians and Footcare Volunteers as well as the appointment booking system.

Demand for our footcare is consistently high, and we receive a large number of appointment requests

NHS entitlement to toenail cutting for older people changed and was mostly removed for most older people, meaning most older adults now need to make their own arrangements to have their toenails cut. Roar works in partnership with the NHS to deliver a basic footcare service to people and we need caring committed technicians to help to meet demand.

This opportunity will provide you with full training and support and will be a chance to gain skills and experience that can benefit both your personal and professional life. By joining the footcare team at Roar you will be helping older people to look after their feet, enabling them to keep active, avoid falls and stay independent.

The role involves a mix of office, venue and home working.

All Roar employees are subject to a 3-month probationary period.

1. **Specific Duties**

The successful candidate will have an experience working with the public, with a good understanding of and experience in nail trimming and foot health.

**The specific duties include: -**

* Manage footcare administration systems and tasks.
* Maintain footcare stock and ensure that this is available in relevant locations.
* Maintain service monitoring information and evaluate quality at agreed intervals.
* Promote and market the service to older adults in Renfrewshire.
* Take stock bags to and from each venue with Roar car or own car.
* Follow ‘Roar Do Feet’ assessment process for checking skin, sensation and circulation or nail problems before treatment.
* Use tools carefully and follow strict hygiene procedures.
* Clip and file toenails when required.
* Act as main point of contact for any support needs of footcare technicians.
* Refer on to other services where appropriate.
* Manage and distribute rota of volunteers and technicians.
* Scope growth of the service working alongside Prevention Services Coordinator.
* Respect customers’ dignity and wellbeing.
* Report concerns and refer vulnerability or health issues to Prevention Services Coordinator
* Support the recruitment process of new footcare technicians.
* Develop appointment planner for the year ahead.
* Establish and maintain relationships with NHS podiatry teams. Keep up to date with relevant changes within the operating requirements and the key strategic drivers and legislative requirements influencing policy.
* Uphold the core values and aims of Roar and ensuring that these are translated into the culture of Roar delivery and development.
* Undertake training as appropriate.
* Undertake any other duties commensurate with the post including backfilling staff absence and annual leave.

1. **Person Specification**

**Qualifications**

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| **Essential** | **Desirable** | **Tested by** |
| Evidence of commitment to continuous professional/personal development | Qualified in Nail trimming  Knowledge of Footcare Health  Educated to Professional Qualification. | Application form |

**Experience**

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| **Essential** | **Desirable** | **Tested by** |
| Experiencing of managing staff and a team | Experience of working with volunteers.  Podiatry background.  Experience of nail trimming and foot health  Experience of working with Older Adults. | Application form/ Interview |

**Skills/Knowledge**

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| **Essential** | **Desirable** | **Tested by** |
| Understanding of basic human needs – physical, emotional and social.  Excellent Communication Skills.  Good organisation skills.  Proficient use of Office 365, Excel and Teams  Ability to handle money and make basic calculations.  Must hold a driving license. |  | Application form / Interview |

**The Job description is an outline and may be subject to change as the organisation develops.**

Please complete the attached application form.

All applications to be emailed to [info@roarforlife.org](mailto:info@roarforlife.org)