

# Recruitment Pack

Strength and Balance Freelance Instructor

# Hello from our Chief Executive



Hi!

I'm Lauren and I am delighted that you are considering applying for a role with our incredible team at Age UK Bolton! Our organisation has been a cornerstone of the Bolton community since 1947, and we take immense pride in being recognised as a leading charity specialising in ageing well in our area.

Age UK Bolton isn't just a charity; it's a community. With 50+ dedicated staff members and an incredible team of 250 volunteers, we work collaboratively to deliver a variety of high-quality services that significantly enhance the quality of life for older people in Bolton. We are committed to our aspiration of being the best older people's charity to engage with, support, work for, volunteer for, and partner with—not just in Bolton, but beyond.

Every year, we engage with over 10,000 of Bolton's older residents, providing vital services and support that help them live fulfilling, independent lives. Our services range from practical help and advice to social activities and companionship, all aimed at promoting wellbeing and improving people's quality of life.

At Age UK Bolton, we believe that our strength lies in our team. It's important to me that everyone who joins us feels seen, heard, and valued. We foster an inclusive culture where everyone's contributions are recognised and appreciated. We are continually evolving, ensuring that our services remain relevant and impactful in meeting the needs of the older people we serve.

Our work is deeply rewarding, and we are driven by a shared passion for making a difference. Each member of our team brings unique skills and experiences that enrich our organisation and help us achieve our mission. Whether you're a seasoned professional or new to the charity sector, there's a place for you here at Age UK Bolton.

As you consider this opportunity, I want you to know that joining Age UK Bolton means becoming part of a family that cares deeply about its members and the community. It means being part of something where your ideas and efforts have a real impact.

If you are passionate, enthusiastic, and ready to contribute to a team that is making a real difference, we would love to hear from you. Your journey with Age UK Bolton could be the start of something truly special, not just for you, but for the many older people who rely on our support!

Thank you for considering joining our amazing team and the very best of luck in the recruitment process.

Kindest regards,

A handwritten signature in black ink that reads "Lauren McKechnie".

Lauren McKechnie  
Chief Executive

# About us

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Age UK Bolton is an independent charity working to improve the lives of older people across the borough.

Established in 1947, our charity now supports over 10,000 of our borough's older people each year and contributes over £3 million to Bolton's economy. Through our wide range of services, we help people remain independent, active, and connected to their communities.

In addition to our charity services, we also operate Age UK Bolton Enterprises, our wholly owned trading arm. This dynamic and innovative division enables us to develop income-generating services like our cleaning and shopping offer, aiding our financial sustainability and ability to meet the evolving needs of older people.

Our vision is to create a borough where everyone can age well. By joining us, you'll help make this a reality.



# Overview of the role

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<b>Salary and payment:</b>	£25 - £30 per hour (dependant on experience and qualifications) Freelance sessional rate agreed in advance Invoices submitted monthly in line with agreed processes
<b>Contract:</b>	Self-employed/freelance
<b>Hours:</b>	Regular weekly classes already established
<b>Responsible to:</b>	Strength and Balance Service Co-ordinator/Head of Health and Enterprises
<b>Location:</b>	Community-based; working at venues across Bolton

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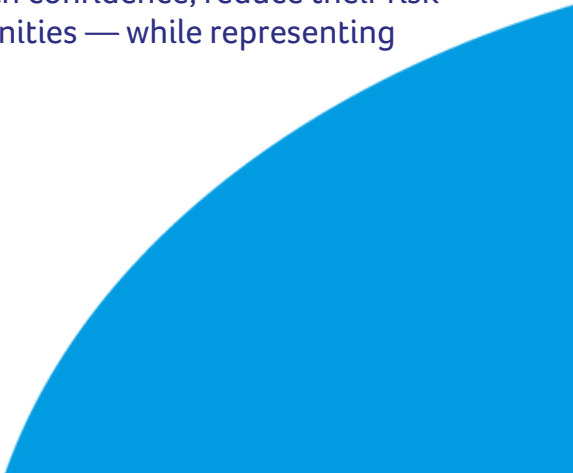
## Role overview and purpose

Age UK Bolton delivers specialist Strength and Balance programmes that help older people stay steady, confident and independent for longer. Our classes play a vital role in preventing falls, reducing hospital admissions, and improving the quality of life for older residents across Bolton. We are seeking experienced freelance Strength and Balance Instructors to deliver regular, weekly, evidence-based falls-prevention exercise sessions in community venues and care home settings.

This is a delivery-focused role for confident instructors who enjoy working with older people and understand the importance of safe, progressive and person-centred practice. You will deliver established, structured programmes, with timetables, venues and referrals coordinated by Age UK Bolton's Strength and Balance Team.

As a freelance instructor, you will work independently to deliver high-quality sessions, creating a welcoming and supportive environment where participants feel safe, motivated and encouraged. While programmes are structured, your ability to adapt exercises, build rapport and respond to individual needs is essential.

Above all, this role is about supporting older people to move with confidence, reduce their risk of falls, and remain active and independent within their communities — while representing Age UK Bolton as a trusted and professional organisation.



# Key responsibilities

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## As Strength and Balance Instructor, you will be responsible for:

### Session Delivery

- Deliver evidence-based Strength and Balance classes for older adults in community and care-home settings.
- Deliver sessions in line with recognised falls-prevention frameworks (e.g. Otago-informed, postural stability principles).
- Adapt exercises appropriately to meet individual needs, abilities, and health conditions.
- Ensure sessions are engaging, inclusive, and supportive.

### Safety and Professional Practice

- Carry out basic pre-session safety checks and ongoing observation during sessions.
- Ensure all activities are delivered safely and within the scope of professional competence.
- Respond appropriately to participant needs, incidents, or concerns, following agreed procedures.

### Communication and Liaison

- Maintain professional communication with the Strength and Balance Team regarding attendance, issues, or changes.
- Complete required session registers or brief feedback as agreed.
- Represent the organisation positively when working with participants, venues, and partners.

### Essential Qualifications & Experience

- Postural Stability Instructor (PSI) qualified or minimum Level 3 exercise and health intervention qualification.
- Appropriate training in strength and balance/postural stability/falls prevention delivery
- Experience delivering group exercise sessions for older people

# Person specification

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## Essential qualifications and experience

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## Essential freelance requirements

Freelance instructors must hold and provide evidence of:

- Public Liability Insurance (appropriate for exercise instruction)
- Professional Indemnity Insurance
- Enhanced DBS (or willingness to obtain one)
- Current First Aid certification
- Right to work in the UK
- Self-employed status (responsible for own tax and NI)

## Personal attributes

- Warm, person-centred, and professional approach
- Reliable and punctual, able to commit to regular weekly sessions
- Strong communication and interpersonal skills
- Understanding of the needs, confidence levels, and health considerations of older adults

# Recruitment process

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**Age UK Bolton is committed to equality, diversity, and inclusion and aims to make the recruitment process as accessible and person-centred as possible.**

To apply, please send a CV and covering letter to [recruitment@ageukbolton.org.uk](mailto:recruitment@ageukbolton.org.uk). You can also post your CV and covering letter to Age UK Bolton, The Square, 53- 55 Victoria Square, Bolton, BL1 1RZ.

If you would like an informal conversation about the role or our organisation before submitting your application, please contact Vicky Hitchen via email on [vickyhitchen@ageukbolton.org.uk](mailto:vickyhitchen@ageukbolton.org.uk) or by phone on 01204 382411.

**Closing date:** Monday 26<sup>th</sup> January 2026 at 10.00am

**Start date:** Subject to DBS clearance and references



# Contact us

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