



Participatory Learning and Research Officer

Age UK Sutton

Independent, local and proud to support later life in Sutton
Registered Charity No 1085875 Registered Company Number 04175500

 Sutton
ageUK

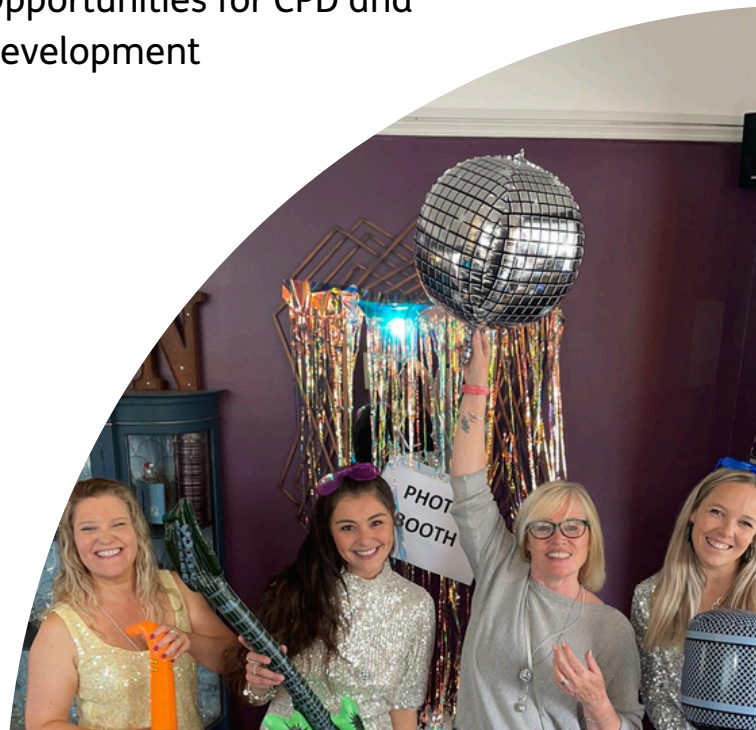
About Age UK Sutton & working with us

Age UK Sutton is an independent, local charity with a turnover of around £1.3million. We are a brand partner of Age UK, and benefit from a network of similar small and medium sized independent charities across the UK, whilst being able to maintain a focus on local issues in the London Borough of Sutton.

Age UK Sutton is dedicated to helping older people in our community to live well in later life. We provide vital information, expert advice and practical support to enable informed decisions on finances, health and care. As the trusted local experts in ageing well, we combine national knowledge with deep local insight and understanding to deliver accredited, high-quality services that make a real difference. From helping people prepare for later life to supporting those living it, we're here to ensure that later life in Sutton is lived well.

We strive to provide a supportive, open and vibrant working environment. We are people-centred, and that is reflected in the way we work with older people, each other and our partners. Age UK Sutton is a flexible employer and pride ourselves on being a family and carer friendly workplace.

- 25 days holiday (pro-rata) plus bank holidays and additional 5 days service rewards
- BUPA Employee Assistance Programme
- Quarterly wellbeing hours
- Flexible and home working opportunities available for some roles
- Opportunities for CPD and development



Participatory Learning and Research Officer

Salary: £18,300 for 21 hours (£30,500 actual)

Hours: 14 - 21 hours (as agreed)

Location: Sutton (community venues, partner organisations and hybrid working)

Responsible to: Programme Manager / Services Director

Contract: Fixed Term (Grant funded - 2 years)

About the service:

People living with both cancer and dementia face significant unfairness:

- Cancer pathways are not designed for cognitive impairment
- Dementia makes it harder to understand information, attend appointments, and make decisions
- Individuals are often excluded from decisions and disengage from care
- Carers face high stress navigating fragmented systems with little tailored support

Our solution: A community-led, learning-based pilot that combines personalised support with system improvement.

Purpose:

To lead the participatory learning, engagement and research elements of the Dementia-Inclusive Cancer Support Pilot.

The postholder will establish and facilitate a Participatory Learning Group involving people with lived experience, carers and professionals, ensuring that learning from the project informs service development, system improvement and future practice.

The role will gather, analyse and communicate insight from participants and frontline delivery, helping generate evidence about what works in supporting people living with dementia and cancer.

The role combines community engagement, facilitation, qualitative research, co-production and improvement practice.

Key responsibilities

Participatory Learning Programme

- Design and coordinate the Participatory Learning Group.
- Recruit and support participants with lived experience, carers and professionals.
- Ensure participation is accessible, inclusive and dementia-aware.
- Facilitate discussions that enable meaningful contribution and reflection.
- Build relationships that support ongoing engagement rather than one-off consultation.

Co-Production and Engagement

- Apply Age UK Sutton's In-Conversations methodology.
- Support people with lived experience to influence service development.
- Ensure participant voices remain central to project decision-making.
- Develop creative and accessible engagement approaches.

Research and Insight Gathering

- Collect qualitative insight from:
 - individuals supported by the project
 - carers and family members
 - professionals and partner organisations
- Identify recurring themes, barriers and opportunities for improvement.
- Produce thematic analysis and learning summaries.
- Capture stories and case studies demonstrating impact.

Continuous Improvement

- Facilitate the project's learning cycle: Innovate → Deliver → Test → Reflect → Learn → Adapt → Improve
- Support testing of new ideas and adaptations.
- Monitor how learning influences practice and outcomes.

Stakeholder Engagement

- Build relationships with:
 - NHS services
 - cancer services
 - dementia services
 - social care partners
 - voluntary sector organisations
- Support collaborative learning events and workshops.

Evaluation and Reporting

- Work with the independent evaluator.
- Contribute to monitoring and evaluation frameworks.
- Produce reports, presentations and learning outputs for funders and stakeholders.
- Support dissemination of learning locally and nationally.

Person specification

- Experience of community engagement, participation, co-production or qualitative research.
- Skilled facilitator able to engage diverse groups with particular experience of facilitating stakeholder learning events beneficial.
- Experience gathering and analysing qualitative information.
- Excellent written communication and report-writing skills.
- Ability to identify themes, learning and recommendations from complex information.
- Experience working with people with lived experience.
- Strong organisational and project management skills.
- Ability to work collaboratively across organisational boundaries.
- It would be beneficial to have experience of dementia-friendly engagement approaches and an understanding of cancer, dementia or long-term conditions.
- Experience of evaluation or improvement methodologies would be desirable.
- Experience of producing evidence for funders or commissioners is beneficial.
- Knowledge of community development and co-production principles would be helpful.

How to apply

Please email us at workforus@ageuksutton.org.uk to apply, submitting a CV and supporting statement which will give you the opportunity to show how you meet the person specification.

Candidates are warmly invited to arrange an informal discussion with the recruiting manager, before submitting their application, which can be arranged by contacting Carla, Business Support Manager:

carla.federighi@ageuksutton.org.uk
07577 130549

Closing date for applications: 12th July 2026

Interview date: 20th/21st/23rd July

Please share your availability for these days in your application. If you cannot attend this interview date, please let us know when you submit your application. If we invite you to interview, we will always do our best to find a suitable alternative date.

We recognise that everyone is unique and may have particular needs during the recruitment process. Therefore if there is anything you would like to discuss in relation to that process, please contact us. We strive to make our recruitment process fully accessible to all applicants, including those with a disability, long term condition or anyone who may otherwise require additional support or reasonable adjustments.

An applicant's disclosure of their disability will not disqualify nor adversely affect the candidate's chances of being short listed or offered the post.