

April 2026

enquiries@ageukbedfordshire.org.uk

Dear Applicant,

Re: Bank Handyperson Vacancy

Thank you for the interest you have shown in our vacancy. Please find attached a job description and Application Form.

GENERAL

If after reading through the job description you feel the role may suit you, please complete and return the Application Form. You can email it to recruit@ageukbedfordshire.org.uk or post it to us marking the envelope **RECRUITMENT**.

Upon receiving your completed application, we will email you to arrange an informal chat (please check your spam box if you have not added us to your list of contacts). We carry out this informal "**getting to know each other**" chat over WhatsApp Video call. If you have not used it before, it's as easy as answering your mobile. Of course, we will ask you a few questions and answer all of your questions too.

We consider ourselves to be a progressive and caring employer and this is borne out by the number of team members who have remained with us for a decade or more.

OUR AIM

The vast majority of our clients are classed as vulnerable and are unable to carry out the work we provide, for themselves, due to age or age related health issues, or health conditions that have carried on into older age.

Our aim is to provide a service that not only allows our clients to live in their own homes for as long as possible, but to significantly improve their quality of life.

THE ORGANISATION

Age UK Bedfordshire (formally Age Concern Bedfordshire) is an independent charitable organisation, which is dedicated to making later life as fulfilling as possible. Briefly, there are two arms to our organisation. There is the chargeable Welfare Services side, where we carry out practical services to the highest standard. These services include Home Help, Gardening, Handypersons and Carers Respite.

The surplus money we earn from our chargeable services goes into our non-chargeable services, which come under the banner of **Information, Advice and Support**. Here, our highly experienced team visit older people in their own homes or meet them face to face in our Bedfordshire office or in less complex issues, over the telephone. We deal with around

Chief Executive: Jo Rising

www.ageukbedfordshire.org.uk



20,000 interventions each year. We help clients complete all types of benefit forms and Blue Badge applications. For the past 10 years we have been able to help, on average over 600 older people each year to successfully claim the equivalent of what is currently £3126 to £4008 pa additional income. Imagine what that extra £61 to £92 pw can do to help someone who was previously, only getting the basic state pension.

But that is only the tip of the iceberg. Social Services refer to us as the 'fourth emergency service' - a name we are very proud to uphold.

If you would like to be a part of our Welfare Services team, please complete the application form and return it to us as soon as possible.

We very much look forward to hearing from you.

Yours faithfully

M. Corp

Michelle Corp
Senior Administration Officer