



## Welcome from the Head of Engagement

April 2026

Dear Applicant,

Thank you for your interest in the role of **Project and Administration Officer**

This is a great opportunity for the right candidate to join Age UK Bexley and make a real difference to the organisation and to our clients.

We are looking for a committed and enthusiastic person who is flexible, with good IT skills and excellent inter-personal and communication skills to join our team supporting older people in the London Borough of Bexley

The job description and person specification for the role is attached.

To apply, please send your CV with an additional supporting statement on no more than 2 sides of A4, explaining how you meet the person specification, to the Head of Engagement, Sasha Barnes, at: [sasha.barnes@ageukbexley.org.uk](mailto:sasha.barnes@ageukbexley.org.uk).

The closing date for receipt of applications is Friday 8 May and we will be holding interviews on Tuesday 19 May.

If you have not heard from us by 15 May, please assume that you have not been shortlisted for interview.

We look forward to hearing from you.

Yours faithfully,

***Sasha Barnes***

Sasha Barnes  
Head of Engagement

## **ABOUT OUR BEFRIENDING CAFES and ACTIVITY GROUPS**

Age UK Bexley's Befriending Cafes and Activity Groups are a very important part of the support we offer to older people in the borough, providing social interaction and an opportunity to keep fit and engage in activities for people who mostly live alone and may be lonely and isolated. In addition to friendship and support for physical and emotional health, the Cafés and groups provide an important connection between our members and the other services we offer such as Welfare Benefits Advice, or Social Care support. We currently have 14 weekly Cafes, 5 weekly fitness groups, a walking group, cycling club and an art group, with plans to start new groups, according to demand, in the next few months.

The Cafes and the walking and art groups are run by volunteers, with support from paid staff, although it may sometimes be necessary for staff to step in and run the group, for example if a volunteer is off sick or on holiday. For this reason, we need a flexible Project Officer, willing and able to provide practical as well as administrative support and with excellent inter-personal skills.

More details about all our services are available on our website.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project and Administration Officer</b>
<b>Responsible to:</b>	<b>The Head of Engagement</b>
<b>Responsible for:</b>	<b>Providing support to the Head of Engagement, including managing our Fitness and other activity groups, and supporting our Befriending Cafes as required.</b>
<b>Hours:</b>	20 hours per week worked flexibly over 5 days per week.
<b>Salary</b>	£27,705 per annum pro-rata (£15,293 for 20 hours per week)
<b>Location:</b>	Based at our offices at Belvedere and at our Befriending Cafes throughout the borough.

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### Main Duties and Responsibilities

- Taking bookings for and ensuring the smooth running of our Fitness Activities, Art Group and any other activity groups that we might start in the future.
- Booking venues for groups as required
- Attending Activities as required to take registers and organise refreshments
- Liaising with members about payments and other queries
- Managing the waiting lists for the Cafes, Fitness groups and Art Group.
- Liaising with the volunteers who run the Cafes and providing support for them as required, including induction and training for new volunteers (this will include supporting volunteers with online training)
- Attending one or more of the Cafes as required, for example, if there is a shortage of volunteers. This might involve attending more than one Café per day, in different parts of the borough.
- Providing support for clients and volunteers on outings and trips.
- Data Entry using our Client Relationship Manager Database, Charity Log
- Any other administrative duties required to support the Engagement Manager and to facilitate the smooth running of Age UK Bexley as a whole, including producing monitoring reports for funders.
- Promoting all of Age UK Bexley's services by giving talks to various groups, and by distributing leaflets and posters.
- Attending and participating in Team Meetings, and other meetings as required.
- Attending and participating in any training or development required to ensure personal and professional development.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
An understanding of the needs of older people living in the community and the issues they face	Y	
IT literate and able to learn how to use new systems	Y	
Experience of working with a CRM database		Y
Excellent organisational and administrative skills	Y	
A flexible approach to work	Y	
Good time management skills	Y	
Be reliable, trustworthy and conscientious	Y	
Friendly, empathetic, patient and understanding.	Y	
Confident communicator with the ability to respond calmly to people in difficult situations	Y	
Driving licence and use of own transport	Y	
The ability to acquire an understanding of and a willingness to work within Age UK Bexley Policies and Procedures	Y	