

Job Description

Job Title:	Activities Officer
Responsible to:	Wellbeing Manager
Location:	Head office in B12 OHT and community-based across Birmingham
Contract Type:	Permanent
Hours:	33.5 Hours/ week (0.9 FTE)
Salary:	£24,388 per annum pro rata

Job Purpose

Age UK Birmingham & Sandwell is a dynamic and forward-thinking charity that delivers a wide range of services and programmes for people aged 50 and over. A key priority of the organisation is to support older people to lead healthy, active, and fulfilling lives. The Wellbeing Activities Programme is dedicated to reducing loneliness and social isolation by providing a diverse range of social and physical activities throughout Birmingham.

The Wellbeing Activities Officer will play a key role in developing, coordinating, and delivering engaging social and physical activities for people aged 50+ across the city. Working closely with the Wellbeing Manager this role will also help design and implement monitoring and evaluation systems to measure and demonstrate the positive impact these activities have on the health, wellbeing, and quality of life of older people.

Key Responsibilities:

- Develop new social and physical activities for older people
- Engage with older people to understand their aspirations for activities and develop community offer in response
- Prepare material and actively promote the activities of the programme to citizens, partners, and other stakeholders
- Maintain accurate and confidential records of all activities and outcomes
- Represent the team at external meetings where appropriate
- Work with the Line Manager to achieve targets to meet funding contract requirements
- Risk assesses working environments as appropriate in line with AUKB's Health & Safety policy
- Support volunteers assisting the service
- Make referrals/ signpost to internal and external services and other appropriate agencies for further support

- Build relationships with local community organisations, venues and partner agencies
- Ensure activities are delivered safely and inclusively, following organisational safeguarding, health and safety, equality and confidentiality procedures
- Undertake any other duties commensurate to the post not specifically mentioned in this job description.

Person Specification

Essential	
1	Experience delivering befriending, wellbeing, or community-based support programmes
2	Experience of engaging with older people, particularly those with vulnerabilities
3	Experience of working in partnership with other local and statutory organisations
4	Experience working with volunteers
5	Knowledge of safeguarding and risk management procedures
6	Person-centred and empathetic approach with strong communication and interpersonal skills
7	Good organisational and IT skills (including CRM systems)
8	Full driving licence and access to a vehicle
9	Commitment to equality, diversity and inclusion
Desirable	
1	Experience working within a health, social care, or VCFSE organisation
2	Knowledge of loneliness and social isolation issues
3	Clear understanding of health inequalities and cultural barriers, with a commitment to delivering culturally competent services across diverse local communities