



Recruitment Pack

Physical Activity Officer

Hello from our Chief Executive



Welcome!

Thank you for taking the time to explore this opportunity with Age UK Bolton.

I'm delighted you're considering joining our team!

Age UK Bolton has proudly supported older people across our borough since 1947. Today, we're one of Bolton's leading charities, working with over 20,000 of older people each year while helping shape conversations about ageing well, prevention and stronger communities. We're ambitious about what comes next.

As an organisation, we're continually evolving, looking for better ways to support older people, strengthen partnerships and create lasting impact. That means we value people who bring ideas, curiosity and a willingness to work collaboratively. We want people who care about doing good work, but who also enjoy being part of a team that encourages learning, development and trying new approaches.

Above all, we're a people organisation. Our clients, volunteers, partners and colleagues are at the heart of everything we do. We work hard, we support one another, we celebrate success together and we never lose sight of why our work matters.

If you decide to join Age UK Bolton, you'll be making a genuine contribution to the lives of older people across our community while becoming part of an organisation that's full of energy, purpose and optimism for the future.

Thank you again for considering Age UK Bolton. I hope this pack gives you a flavour of who we are, what we value and what it might feel like to be part of our team.

I wish you every success throughout the recruitment process.

Kindest regards,

Lauren McKechnie
Chief Executive, Age UK Bolton
Chair, Age UK Greater Manchester Collective

 **Bolton**
ageUK
Let's change how we age

 **Greater**
Manchester
ageUK
Collective

About us

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 including Cleaning and Shopping and Handywork and Gardening, aiding our financial sustainability and ability to meet the evolving needs of older people.

Our employer commitments



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

Staff benefits

Working in the charity sector can be rewarding - but that doesn't mean you have to miss out on other benefits too. As a thank you for their hard work, we offer our staff a range of benefits for their health, general wellbeing and leisure time.

Our staff benefits

- Employer-matched pension contribution of up to 7%
- We are proud to be an accredited Real Living Wage employer
- Blue Light Card discount, with discounts on over 15,000 brands
- Access to the Bupa Employee Assistance Programme (EAP) for wellbeing and mental health support
- Level 1 Membership of UK Healthcare, our health cash plan provider
- Access to the Age UK Discounts Portal (provided by Aon), giving you money-saving offers and discounts on everyday shopping from a wide range of popular brands
- Membership of Tickets for Good, providing free and discounted tickets to events, attractions and experiences as a thank-you for working in the charity sector



Overview of the role

Salary:	£15,107.04 (FTE £25,178.40)
Contract:	Permanent
Hours:	21.6 hours per week
Responsible to:	Strength and Balance Service Manager
Location:	Age UK Bolton office, with regular travel to community venues, care homes and other settings across Bolton

About the role

Age UK Bolton delivers a growing programme of physical activity and preventative health support to help older people maintain strength, mobility, confidence, independence and wellbeing. Our offer includes specialist Strength & Balance, wider exercise and physical activity, falls prevention in community and care settings, and nutrition and hydration activity.

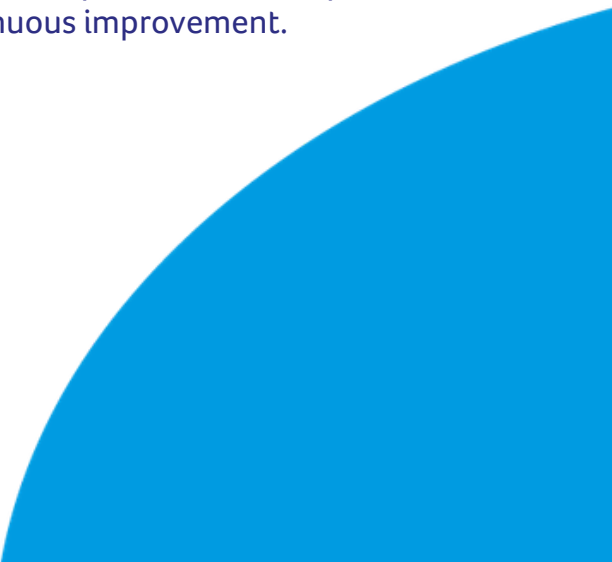
This is a practical, community-based role for someone who enjoys working directly with people. You will deliver engaging and inclusive sessions across Bolton, working with people with different levels of mobility, confidence and health needs.

You will join a developing service with opportunities to work across a range of programmes and settings, helping people to become more active, reduce their risk of falls and maintain their independence.

Job purpose

To deliver high-quality physical activity, specialist exercise, falls prevention and preventative health programmes across Age UK Bolton's community and care settings.

Working under the direction of the Strength & Balance Service Manager, the postholder will deliver planned programmes safely and effectively, support participants to achieve positive outcomes and contribute to monitoring, feedback and continuous improvement.



Key responsibilities

Physical Activity and Exercise Delivery

- Deliver high-quality physical activity and exercise sessions across community venues, care homes and other settings. Deliver specialist Strength & Balance, falls prevention and wider physical activity programmes in accordance with agreed programme content and professional standards.
- Adapt delivery appropriately to participants' abilities, mobility, confidence and individual circumstances.
- Provide clear instruction, encouragement and appropriate progression to support safe and confident participation.
- Create welcoming, inclusive and motivating sessions that encourage continued physical activity.
- Prepare for sessions and ensure equipment and resources are used safely and appropriately.
- Support participants to understand opportunities for progression and continued physical activity.

Falls Prevention and Preventative Health

- Deliver falls prevention programmes and activities within care homes and community settings.
- Work positively with residents, care staff and other professionals to support effective delivery.
- Promote practical falls prevention approaches and encourage movement and physical activity as part of everyday life.
- Deliver agreed nutrition and hydration awareness sessions and activities using approved programme content and resources.
- Support people to understand the importance of nutrition, hydration and physical activity in maintaining health, strength and independence.
- Recognise when an individual may require additional or specialist support and escalate or refer concerns appropriately.
- Contribute to other preventative health programmes and campaigns within the service as required.

Participant Support and Safety

- Build positive and professional relationships with participants, providing encouragement and support throughout their involvement.
- Follow agreed assessment, screening, programme and risk management requirements.
- Monitor participants during sessions and respond appropriately to any concerns about their ability to participate safely.
- Maintain appropriate professional boundaries and work within the limits of individual qualifications and competencies.
- Promote dignity, choice, independence and a person-centred approach throughout delivery.
- Follow safeguarding, health and safety and incident-reporting procedures.

Key responsibilities

Outcomes and Monitoring

- Maintain accurate records of attendance, participation and other required delivery information.
- Support the collection of participant outcomes, feedback and evaluation information using agreed processes.
- Provide timely information to support service targets, KPIs, commissioner and funder reporting.
- Share learning and observations from front-line delivery that could improve programmes and participant experience.
- Work with the Service Manager and Administration Officer to ensure required monitoring information is complete and accurate.

Team and Collaborative Working

- Work closely with the Strength & Balance Service Manager, Administration Officer, instructors and volunteers to support effective service delivery.
- Work positively alongside volunteers who deliver activity and volunteers who support sessions, providing appropriate guidance during delivery where required.
- Contribute ideas and learning from front-line delivery to support service improvement.
- Work flexibly across different programmes, venues and settings according to service need.
- Build positive relationships with care homes, community venues and partner organisations.
- Support joined-up working with other Age UK Bolton services where participants may benefit from additional support.
- Participate in team meetings, supervision, training and development activities.

General Responsibilities

- Work in accordance with Age UK Bolton's values, policies and procedures.
 - Maintain confidentiality and comply with data protection requirements.
 - Promote equality, diversity and inclusion and ensure people are treated with dignity and respect.
 - Maintain qualifications, professional knowledge and competencies appropriate to the activities being delivered.
 - Represent Age UK Bolton professionally with participants, colleagues, volunteers, partners and stakeholders.
 - Undertake other reasonable duties appropriate to the level and nature of the role.
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Person specification

Essential skills and experience

- Hold a recognised exercise or physical activity qualification appropriate to the delivery requirements of the role.
- Have experience of delivering exercise, physical activity or movement-based sessions to groups.
- Have the knowledge and ability to deliver physical activity safely and adapt sessions for people with different abilities, mobility and confidence.
- Understand how physical activity can support strength, mobility, independence, wellbeing and falls prevention.
- Be confident and effective in working with older people, including people who may be frail, have reduced mobility or require additional support to participate.
- Have strong communication and interpersonal skills with the ability to engage, encourage and motivate individuals and groups.
- Be able to recognise concerns or situations outside their professional competence and escalate these appropriately.
- Be able to maintain accurate records and contribute to monitoring outcomes and impact.
- Be able to work independently across community and care settings while contributing effectively to the wider team.
- Be willing and able to travel across Bolton to deliver sessions in a range of venues and settings.

Desirable skills and experience

- A specialist qualification in exercise for older adults, falls prevention, postural stability or another relevant area.
- Experience of delivering Strength & Balance or falls prevention programmes.
- Experience of working in care homes or with people living with frailty, dementia or long-term health conditions.
- Experience of delivering chair-based or adapted exercise.
- Knowledge or experience of nutrition, hydration or wider preventative health approaches.
- Experience of working alongside or supporting volunteers.
- Experience of collecting participant outcomes, feedback or evaluation information.
- Experience of working with health, care, community or voluntary-sector organisations.

Personal attributes

- Positive, approachable and able to motivate others.
- Confident and engaging when delivering to groups.
- Patient, observant and able to adapt their approach to different people and circumstances.
- Reliable, organised and able to manage their time effectively across different venues and programmes.
- Comfortable working independently while knowing when to seek advice or guidance.
- Committed to safe, high-quality and person-centred delivery.
- Open to learning, feedback and developing their skills as the service grows.

Recruitment process

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**. 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 Laura Williams via email on laurawilliams@ageukbolton.org.uk or by phone on 01204 382411.

Closing date: Actively interviewing

Applications are reviewed on an ongoing basis, and the vacancy will be closed once we have found a suitable candidate.



Contact us

Age UK Bolton
The Square
53-55 Victoria Square
Bolton
BL1 1RZ

Email: enquiries@ageukbolton.org.uk
Phone: 01204 382411
Website: www.ageuk.org.uk/bolton