



Thank you for showing interest in working for Age UK Bromley & Greenwich. We are an independent local charity and have been working in the community to help older people for over 50 years.

With nearly 80 staff and over 250 volunteers we provide support to clients across both Boroughs.

We work in partnership with BTSE helping to deliver the Bromley Well project as well as BLG Mind working on Dementia Services and Oxleas providing Care Navigation.

**Vision:**

To make Bromley and Greenwich places where all can enjoy later life.

**Mission:**

Age UK Bromley & Greenwich will be the voice of older people in both boroughs. We will work with older people to enable, support and connect. We will promote independence and well-being.

**Values:**

Equality - We value diversity and strive to give equality of opportunity. We believe that the organisation and society is enriched by its diversity.

Respect - We respect the life histories of our staff, volunteers and clients. We believe in their potential and we will help to realise their ambitions.

Creativity - We encourage innovation in the solutions we adopt.

If you stand for our vision, mission and values and match the criteria in the below job specification we would love to hear from you.

A handwritten signature in black ink, appearing to read "M. Ellison".

Mark Ellison  
Chief Executive

**Job Title:** Befriending Development Coordinator

**Hours:** 35hrs per week

**Salary:** £27,500

**Location:** Greenwich

**Reporting To:** Services Manager

**Job Purpose:** To work closely with Greenwich residents aged 50 years + and other relevant stakeholders to enable a programme of services, events, and activities which seek to improve their health and wellbeing for those who are lonely, isolated, and living in disadvantaged parts of the borough. This post will also provide support with Age UK Bromley and Greenwich's promotional work.

**Key Responsibilities:**

**Service development and delivery**

- Deliver an outreach programme, to engage Greenwich Residents 50 years + who are lonely and isolated in activities related to AGE UK Bromley and Greenwich's Befriending Plan's priorities. These include: One to One Befriending Service, Weekly Peer Led Groups, Book Clubs, Physical health & healthy eating sessions, Walk & Talk Groups, Trips, Winter Warmer Events, and a Befriending Advisory Group.
- Recruit and support a team of sessional physical activity instructors and volunteers to deliver and support the project aligning with AGE UK Bromley and Greenwich's Befriending Plan 2023 – 2027. This includes carrying out sessional workers / volunteers' inductions, one-to-one support, and identifying their training needs.
- Assist with supporting and scoping the development of health and wellbeing resources and opportunities for Greenwich Residents 50 years + who are lonely and isolated and living in disadvantaged parts of the borough ensuring the design and development of the project is coproduce by relevant stakeholders and meets the needs and demands of the clients.

## **Partnerships and Stakeholder engagement**

- Build sustainable partnerships and work in a collaborative way with all relevant stakeholders. These include clients, volunteers, staff, community groups, voluntary organisations, faith groups, council, and health services to support and empower Greenwich Residents 50 years + who are lonely and isolated, to promote opportunities which aim to improve health and wellbeing outcomes in line with AGE UK Bromley and Greenwich's Befriending Plan 2023 to 2027.
- Contribute collectively in partnership with AGE UK Bromley and Greenwich's wider team, to keeping AGE UK Bromley and Greenwich's website, social media, and promotional materials (including notice boards and newsletters), up to date and relevant with inputs about its Greenwich Befriending Plan.
- Promote, publicise, and signpost Greenwich Residents 50 years + who are lonely and isolated to AGE UK Bromley and Greenwich's activities, services, and events.

## **Monitoring and evaluation**

- Implement an effective evaluation framework that tracks impact across the project, producing evidence through meaningful and impactful case studies.
- Assist the Service Manager with collating and demonstrating impact by keeping accurate project records, analysing statistics, and co-producing written reports as required to AGE UK Bromley and Greenwich's Greenwich Befriending Advisory Group, Senior Management Team, and involved funders.

## **Regulations and Governance**

- Ensure safeguarding, lone working, Health & Safety, and GDPR are embedded and effective across day to-day operations and service delivery of this programme, which include writing risk assessments.

## **Budget and Finance**

- Work collaboratively with AGE UK Bromley and Greenwich's Finance Department be responsible for the programme's day to day budget expenditure, purchasing equipment and materials and accounting for purchases.
- Ensure all expenditure provides value for money in line with AGE UK Bromley and Greenwich's policies and procedures.

## **Equality, Diversity, and Inclusion**

- To embed equality, diversity, and inclusion best practice into all aspects of your work.

## **Additional duties**

- Perform other tasks consistent with the general responsibilities of a Coordinator's role and respond to new challenges as they arise.
- Undertake adhoc out of hours and weekend work as the role requires for which TOIL will be granted.
- Attend staff meetings, supervision, and organisational events as required.
- Attend appropriate training and development sessions as required. Work within the policies and procedures of AGE UK Bromley and Greenwich.

**Person Specification:**

Experience	Essential / Desireable
Supporting sessional workers and volunteers	E
Supporting events, planning projects and activities	E
Knowledge of issues affecting people who are lonely or isolated and the barriers to positive health they experience	E
Good standard of communication skills, both oral and written	E
Monitoring and evaluating work	E
Organising own workload, achieving targets and meeting deadlines	E
Excellent IT and administration skills	E
Monitor telephone, email and social media queries and respond to these on a regular basis	E
Work effectively within a team	E
Follow and implement policies and procedures	E

**Person Specification:**

Experience	Essential / Desireable
Commitment to equality, diversity, and inclusion	E
Experience of delivering services to elderly frail in their own homes	D
Recruiting sessional workers and volunteers	D
Supporting people into volunteering opportunities	D

**Holiday:** 27 Days per annum pro rata (2 to be allocated over Christmas) as well as Bank Holidays pro rata

**Pension:** All eligible employees are automatically enrolled into our scheme with The Pensions Trust, contributions are in line with the government's minimum standards currently 5% employees, 3% employers

**Hybrid Working:** Consideration will be given to any hybrid working requests although it may not be appropriate for all services.

**Employee Assistance Programme:** LifeWorks will provide you with a confidential programme and innovative well-being resource. It is designed to help you with all of life's questions, issues and concerns. Lifeworks offers support with mental, financial, physical and emotional well-being, any time, 24/7, 365 days a year.

This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed.

If you have any questions please contact our HR department:  
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020 8315 1862