



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:** Dementia Group Activities Coordinator

**Hours:** 37.5 per week

**Salary:** £28,090

**Location:** Bromley

**Reporting To:** Deputy CEO

**Job Purpose:** The Activities Coordinator for Young Onset Dementia, Memory Lane Cafe, and Memory Choir is responsible for planning, organising, and implementing a variety of engaging and stimulating activities for older individuals (over 65 years) with dementia and young onset dementia (under 65 years). This role involves creating a supportive and inclusive environment that promotes social interaction, cognitive stimulation, and emotional well-being.

### **About the Bromley Dementia Hub service**

The Dementia Hub offers targeted and specialist support to enable people with Dementia to remain in their homes with the support of their families and carers. The Hub supports service users to develop skills required of independent living, and also supports their family and carers develop their knowledge and understanding of Dementia in order to help them cope with daily living and supporting future planning.

### **Key Responsibilities**

The Post holder will:

- Develop and implement a comprehensive activities program for older individuals (over 65 years) with dementia and young onset dementia (under 65 years). Groups and activities include weekly Young Onset Peer Group meeting, Memory Lane Cafe and Memory Choir sessions.
- Plan and organise a range of activities that cater to the diverse needs and interests of participants, such as arts and crafts, music therapy, reminiscence sessions, physical exercises, and cognitive games.
- Collaborate with other staff members, volunteers, and external organisations to ensure a wide variety of activities are available.

- Conduct assessments to identify individual needs, preferences, and abilities, and tailor activities accordingly.
- Provide support and guidance to participants during activities, ensuring their safety and well-being at all times.
- Maintain accurate records of attendance, participation, and progress of participants, and regularly evaluate the effectiveness of activities
- Communicate with participants' families and caregivers to gather feedback, address concerns, and provide updates on activities and progress.
- Stay up to date with current research, trends, and best practices in dementia care and activities programming.
- Assist in the recruitment, training, and supervision of volunteers to support activities.
- Collaborate with the wider care team to ensure a holistic approach to care and support for individuals with young onset dementia.
- Monthly and quarterly monitoring reports against the outcomes of KPIs of the service specification.
- Attend supervision with your line manager and attend other meetings and stakeholder events as requested.
- Undertake any other reasonable duties which may from time to time be requested and participate in other events as required.
- Work within and fully comply with the policies and practices of Age UK Bromley & Greenwich
- Represent Age UK Bromley & Greenwich externally as requested to further the charity's aims whilst protecting and enhancing its reputation.
- Establish strong links with other Age UK Bromley & Greenwich staff and contribute to the wider aims and objectives of the organisation and uphold the highest standards of personal conduct in all matters relating to the role.

- Maintain the professional integrity and reputation of the Charity and represent their main interests in any dealings with other bodies, groups, and individuals.
- Use and maintain resources efficiently and effectively and encourage others to do so.
- To comply with Age UK Bromley & Greenwich's policies about Diversity, Health and Safety and Confidentiality.
- Safeguarding, keeping adults safe from abuse, ensuring that all alleged abuse is reported as per Age UK Procedures.
- To familiarise and fully comply with Age UK Bromley & Greenwich policies and procedures.
- At all times respect client confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act.
- To be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident, or potentially hazardous environment.

**Person Specification:**

Experience	Essential / Desireable
Experience of working with older people, community groups or vulnerable user groups.	E
Previous experience working with individuals with dementia, particularly young onset dementia	D
Knowledge of dementia care principles, therapeutic interventions, and person-centered approaches.	D
Empathy, patience, and a genuine passion for improving the quality of life for individuals with dementia.	D
Strong observational skills to assess participants' needs and adapt activities accordingly.	D
Flexibility to adapt to changing needs and priorities.	D
Ability to work independently as well as collaboratively within a team.	E
Excellent IT skills and experience using MS office software, databases, and word processing applications	E
Ability to plan and organize activities that cater to a range of abilities and interests	E
Excellent communication and interpersonal skills to effectively engage with participants, families, and caregivers.	E

**Person Specification:**

Experience	Essential / Desireable
Experience of working with people from different cultural backgrounds	D
Commitment to the principles of Equal Opportunities and its practical implementation	E
Knowledge of the London Boroughs of Bromley & Greenwich	D
Car Driver with access to own car	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. This is subject to you spending a minimum of 2 days a week in your designated office for full time employees, and pro rata for part time employees.

**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