



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 listen to and collaborate with older people to ensure that they are fully represented in both boroughs. We will work with older people to enable, support, and connect. We will enable, promote, and respect older peoples' choices, 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 our staff, volunteers, and clients. We believe in their potential and will help them 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: Health & Wellbeing Coordinator

Hours: 37.5 per week

Salary: £30,500

Location: Bromley

Reporting To: Health & Wellbeing Manager

Job Purpose: Coordinate and deliver health and wellbeing support in Bromley to help adults with long term conditions build skills, confidence and independence. Line manage Health and Wellbeing Facilitators and the Community Engagement Officer and deliver safe workshops and one to one support on healthy living, activity, medicines use and mental health self management. Lead outreach to hard to reach groups, manage referrals and data, and report outcomes. Work with Bromley Well to align pathways and keep services person centred and evidence led, reducing avoidable GP and hospital use.

Key Responsibilities:

- To be responsible for the day to day operation of the Long Term Health Conditions Team including line management and reporting responsibilities
- Work closely with Age UK B&G and BW colleagues to ensure seamless sign posting and cross referrals of people with LTCs to access services
- Develop and deliver 18 lifestyle self-management 12 week workshops to approximately 200 adults annually
- Enable adults with long term conditions to self manage and improve wellbeing by building knowledge, skills and confidence, supporting behaviour change and reducing unplanned A&E and GP use and reliance on statutory care

- Provide support to clients in-person, by telephone and online platforms to promote self-management of their condition(s)
- Signpost and access non-statutory and universal services
- Raise awareness among professionals through borough wide events
- Monitor, review and provide regular reports on project's outcomes
- To be creative and innovative in designing new approaches to self-management
- Seek feedback from clients to help shape future delivery of self-management services
- Maintain accurate client records and monitor service inputs, outcomes and evidence based benefits
- Recruit, induct, train and supervise team

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.

Experience	Essential / Desireable
Qualification or Relevant Training in Lifestyle related fields such as fitness training, personal training, coaching, nutrition, exercise tutoring or therapies	E
Voluntary, public or private sector experience of working with people who have complex health conditions, disabilities or age related frailty.	E
Basic knowledge, awareness and understanding of range of LTCs, their effect on people's physical, emotional, mental and socio-economic wellbeing.	E
Understanding of safeguarding procedures, health & safety responsibilities and diversity & equalities	E
Experience of supervising and developing staff.	D
Engaging, including and encouraging hard to reach groups including global majority communities.	D
Knowledge of statutory and voluntary sector resources available for health & wellbeing of vulnerable people in the community	D
High level of communication skills when interacting with clients with LTCs in one to one and group situations.	D
Good interpersonal and communication skills, both orally and written	D

Experience	Essential / Desireable
NVQ level 3 in Health & Social Care	D
Experience of organising and managing health & wellbeing related programmes.	D
Ability to identify new opportunities to develop self- management programmes.	D
Awareness and understanding of Third Sector initiatives and resources in supporting people with LTCs	D
Ability to communicate with clients with sensory impairment.	D
Full UK driving license	D

Working at Age UK Bromley & Greenwich offers a host of benefits designed to support your professional growth, work-life balance, and personal well-being:

- **Holiday Entitlement:** 27 days of annual leave (pro rata), plus bank holidays, (two days allocated over the Christmas period)
- **Pension Scheme:** All eligible employees are automatically enrolled in our pension scheme through The Pensions Trust, offering a competitive match of 5% from employees and 3% from employers.
- **Employee Assistance Programme:** Access providing 24/7 support for mental, financial, physical, and emotional well-being.

If you're someone who takes pride in practical work and wants to make a real difference to older people's lives, this is a rewarding opportunity to do just that. You'll be part of a supportive and dedicated team, helping people feel safe and independent in their own homes. At Age UK Bromley & Greenwich, we're passionate about ensuring older adults get the respect, support, and dignity they deserve.

If you have any questions please contact our HR department:
hr@ageukbandg.org.uk
020 8315 1862