



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: Adult Carers Support Advisor Part Time x 2

Hours: Post 1 Mon – Wed 9:00 – 5:30 / Post 2 Wed–Fri 9:00 – 5:30

Salary: £16,024

Location: Based at Community House in Bromley

Reporting To: Adult Carers Support Coordinator

Job Purpose: To provide emotional and practical support to Adult Carers in the London Borough of Bromley, aligned and working closely with the integrated care networks.

Key Responsibilities:

- To offer emotional and practical support to build resilience for carers on a one-to-one basis.
- To provide support face to face, over the phone and in group settings.
- To develop and run local support groups.
- To actively target those carers facing multiple issues, most likely to fall into crisis
- To support carers to access and where appropriate complete Carer's Assessments
- To build and maintain a network of contacts with local service providers
- To organise and participate in training events for carers and professionals.
- To organise and participate in events for carers and or to raise awareness of carers needs, such as but not limited to Carers Week and Carers Rights Day
- To run an active caseload within the KPI requirements of the Bromley Well contract.
- To input cases on to the Charity log system accurately

- To ensure that services are accessible to carers.
- To participate in the provision of news and the production of the Carers newsletter
- To collaborate with other Bromley Well partners, including Mencap/MIND etc. to ensure effective appropriate referral pathways for quality service provision.
- To abide by and take part in the development and review of policy and procedures for the Carers pathway.
- At all times to maintain the professional integrity and reputation of the Charity and represent their main interests in any dealings with other bodies, groups and individuals.
- Attend staff meetings, supervision and organisational events as required.
- Collect case studies to help demonstrate AGE UK Bromley and Greenwich's Adult Carers Support service's impact.
- To undertake any other duties commensurate with the purpose and remit of the post.
- Undertake out of hours and weekend work as the role requires for which TOIL will be granted

Person Specification:

Experience	Essential / Desireable
Experience of successfully supporting groups and clients who are disadvantaged either in a paid or voluntary role.	E
Willingness to train as required	E
Evidence of having succeeded in a results-orientated environment and with emphasis on high quality, customer focused working	E
Experience of working with carers	D
Experience of facilitating groups	D
Experience of Partnership working	D
Excellent listening skills and the ability to provide empathy and understanding of the needs of carers.	E
Able to work efficiently and effectively with a range of stakeholders forming productive and professional relationships	E

Person Specification:

Experience	Essential / Desireable
Ability to input accurate data to Charity Log or similar Client Record Management system	E
Empathy with carers, friendly warm disposition with an interest in helping carers meet their needs	E
Assertive and calm under pressure	E
Confident, clear, concise, and articulate use of language in presenting ideas verbally and in writing and speaking to groups	E
Able to work independently and flexibly	E
Ability to demonstrate an understanding and commitment to our values	E
To be committed to the principles of diversity	E
Full driving license and use of 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:
hr@ageukbandg.org.uk
020 8315 1862