



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: Handyperson

Hours: 37.5 per week

Salary: £28,860

Location: Bromley – This role does not suit hybrid working

Reporting To: Handyperson Coordinator

Job Purpose: This is a rapid response role supporting older adults and those with long-term health conditions as they return home from hospital. The aim is to ensure that their home environment is safe, accessible, and hazard-free, enabling independent living. The Handyperson will carry out practical tasks such as fitting grab rails and making minor adaptations to reduce the risk of slips, trips and falls, as well as other light household jobs that promote safety and independence.

Key Responsibilities:

- Respond promptly to referrals, aiming for same-day service where needed, and liaise with health professionals to prioritise individuals who will benefit most from the service
- Carry out minor home adaptations to improve safety and independence including the fitting of grab rails, key safes, chair raisers, door chains, draught proofing, and smoke alarms
- Complete light maintenance and practical tasks such as assembling flat-pack furniture, hanging curtains, replacing tap washers, bleeding radiators, changing lightbulbs, and minor plumbing or electrical jobs
- Deliver paid-for services as requested, supporting older people with practical jobs that help them remain independent at home

- Follow directions from Occupational Therapists for specialist or custom installations (note: gardening, painting and decorating are not included in this role)
- Maintain stock levels of equipment, keep inventory records, and ensure van and tools are roadworthy and safe to use
- Keep clear, confidential records of all visits and client information, in line with GDPR and organisational policies
- Handle payments securely for any paid services, following Age UK B&G's money handling procedures
- Always leave the client's home clean and tidy after completing work
- Wear an ID badge during visits and comply with health and safety, safeguarding, and professional conduct policies
- Support the wider organisation by working flexibly, reporting client concerns or compliments, and upholding the dignity and respect of all service users

The post-holder will be required to complete Level 3 Trusted Assessor training (if not already held), which involves a blend of online and in-person learning over approximately three months and will be completed alongside regular duties.

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.

Person Specification:

- Maintain accurate records of all financial transactions connected to the purchase of tools and materials and monies collected for any paid for services
- Ability to read and interpret simple specifications, drawings and sketches outlining size, height and positioning of rails to be installed as directed by Age UK B&G OT and other health care professionals prior to or soon after a hospital discharge
- Use own initiative to identify and address any hazards that could cause trips or falls
- Practical hands on skills in secure fastenings, use of power tools, general maintenance, and hand rail installations
- To be aware of and comply with health & safety requirements including Moving & Lifting of loads, COSH, protective eye-ware
- Basic IT literacy
- Full UK Driving License

Desirable

- Level 3 Trusted Assessor accreditation
- Awareness of equipment and minor adaptations available to help with independent living.
- Have an understanding of general health and disability conditions and how they impair a person's functional independence.

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 to an employee assistance programme, 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