



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: Take Home & Settle Assistant Bromley SHIFT 1

Hours: Monday–Friday 09:00 – 13:00

Salary: Monday–Friday call outs are paid at £13.85 per hour
Shift 1 retainer is £3,601 per annum

Location: Working across Bromley

Reporting To: Health & Wellbeing Coordinator

IT IS ESSENTIAL YOU HAVE USE OF YOUR OWN VEHICLE FOR THIS ROLE

The Take Home and Settle Assistant supports the safe discharge of clients from the Princess Royal University Hospital (PRUH) and Orpington Hospital. The role involves transporting clients home, offering practical and emotional support, and ensuring they return to a safe and comfortable environment. Additionally, the role includes delivering necessary equipment, medication, and emergency food provisions as needed.

Key Responsibilities

- **Take Home and Support:** Respond promptly to hospital discharge calls, arriving within 30 minutes of the call and taking clients home. Offer emotional support and address any immediate concerns during the journey.
- **Home Settling Assistance:** Ensure clients are comfortable at home, providing aftercare support and contacting family or friends as requested.
- **Follow-up Check-ins:** If required, conduct a wellbeing check the day after, discharge and report any concerns regarding clients' health or safety.
- **Reporting and Communication:** Relay any issues or safeguarding concerns to the Service Coordinator and complete necessary reports.
- **Ad-Hoc Duties:** Provide holiday cover and perform ad hoc tasks as required.
- **Vehicle Standards:** Maintain a roadworthy, insured, and clean vehicle.
- **General Duties:** Uphold the professional reputation of the organisation, attend required meetings, engage in training and comply with organisational policies.

Person Specification

Essential

- Strong interpersonal skills with a friendly, calm, and patient nature
- Reliable, punctual, and flexible with a professional demeanor
- Ability to work well both independently and as part of a team
- Excellent listening and communication abilities
- Safe and considerate driver with a clean driving license and comprehensive knowledge of the Bromley area
- Full UK driving license and ability to travel throughout Bromley
- Owns a clean, smoke-free, and regularly serviced vehicle, fully insured for business use

Desirable

- Familiarity with agencies and services supporting older people in the Bromley area

Employee Benefits

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)

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 LifeWorks, providing 24/7 support for mental, financial, physical, and emotional well-being.

If you're looking for a role where you can make a direct, positive impact on people's lives while working in a supportive and passionate team, this could be the perfect opportunity for you. Age UK Bromley & Greenwich is committed to being a leading advocate for older adults, ensuring they receive the support and respect they deserve.