



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: Health & Wellbeing Manager – Job Share

Hours: 15 hrs per week Thursday and Friday

Salary: £16,000

Location: Bromley

Reporting To: The Chief Executive

Job Purpose: To manage, develop and market Hospital Discharge and Health & Wellbeing Services in Bromley and Greenwich and work in partnership with other providers. To be responsible for all Hospital Discharge services and work closely with the Hospital. To be an active member of the Senior Management team. To develop, co-ordinate and promote a holistic programme of community based health and wellbeing services and activities with and for our clients.

Key Responsibilities:

- To be responsible for the day-to-day operation of our hospital discharge and health and wellbeing services in Bromley and Greenwich. To ensure that services are delivered within the Standard Operating Procedures (SOP), meeting the KPIs and full compliance with Age UK Bromley & Greenwich's policies and procedures.
- To have oversight of the monthly and quarterly reports for the services
- The successful candidate will have responsibility for the following services:
 - Take Home and Settle/ Hospital Aftercare Service
 - Post Discharge Settling Service
 - Handy Person Service
 - Care Navigation Services
 - Clip It
 - Shopping
 - Long Term Health Conditions
- The work will include some on call responsibilities on evenings and weekends for the Hospital Discharge Services which an extra payment will be made.
- To work in partnership with other providers and health partners across both boroughs.
- To work within the Bromley Well partnership and maintain contact with BTSE

- To build a strong relationship with the hospitals and NHS staff
- To be responsible for the teams staff including undertaking supervision, guidance and support, allocation and monitoring of work plans, annual appraisals, identification of training needs and participation in the recruitment of staff.
- To work with the Chief Executive to devise and implement a marketing / publicity strategy to promote primary and secondary interventions and other services for older people.
- To work in partnership with service users, volunteers, statutory, voluntary and other agencies to initiate and deliver a programme of healthy living and recreational activities which meet the needs and aspirations of older people in Bromley and Greenwich identifying and developing new initiatives and partners.
- To be responsible for ensuring that risk assessments are undertaken of premises, outreach venues, client's homes and other measures for the provision of a safe environment ensuring that all legislative requirements are met.
- To ensure that evaluation and monitoring of service/project outcomes is implemented, enabling Age UK Bromley & Greenwich to demonstrate the effectiveness and impact of the service delivery.
- To establish and maintain excellent working relationships with clients, work colleagues, volunteers and partner organisations
- To work alongside the Chief Executive to undertake long-term strategic planning of primary and secondary care interventions and other health and wellbeing services.
- To work with older people and with other groups, organisations and agencies in the boroughs to identify potential areas for health, education and social activities that clients want to participate in, and identify funding sources to develop and deliver the new areas of work.

- To be creative and innovative in designing new opportunities and projects for people to get involved across the boroughs in the co-delivery of services.
- To work with diverse and/or hard to reach individuals / groups who are not involved in their community, in particular targeting people who are socially isolated.
- To keep your knowledge up to date with the health priorities and health commissioning strategies in both boroughs to ensure our services are 'fit for purpose' and can contribute to the current overarching outcomes agreed between the local Authorities and the ICB.
- To be familiar with the Joint Strategic Needs Assessments (JSNAs) Health & Wellbeing Strategies and decisions agreed at the joint local authority and ICB & Wellbeing Boards.
- To monitor client data and ensure it is fully recorded on Charity log and to check that the database is up to date and staff who report to you respond to actions on Charity log within the agreed timeline.
- To uphold the highest standards of personal conduct in all matters relating to the role.
- 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.
- To promote and market our services to potential individual and corporate customers and professionals when responding to enquiries and taking referrals, maximising the opportunity, in a polite and professional way.
- To attend staff & SMT meetings and supervision with the Chief Executive and to help with events (e.g. AGMs) as required.

Person Specification:

Experience	Essential / Desireable
Experience of effective leadership	E
A management qualification or equivalent senior experience in health and wellbeing or other relevant area	E
Experience of successfully initiating and managing health and wellbeing related projects or services	E
Knowledge and track record of achieving income generation and diversification of income streams	D
Substantial experience of relationship building and collaborative partnership working with the business and other sectors	E
Demonstrable track record of managing and monitoring performance, achieving KPIs to meet funded objectives and delivery of quality services	E
Experience and understanding of the dynamics of a diverse group of people and able to diffuse potential areas of conflict	E
Proven track record of marketing and developing and implementing marketing plans	D
Ability to think, act and communicate strategically and creatively	E
Collaborative, inclusive and open attitude to relationship management and problem solving	E

Person Specification:

Experience	Essential / Desireable
Ability to lead and manage a team successfully with a focus on both development and delegation	E
Commitment to the principles of equalities and diversity and it's practical implementation	E
Knowledge of health issues that impact older people and understanding of the NHS and other care provision	E
Ability to identify opportunities to develop existing and new services	E
Ability to be an excellent ambassador for the organisation building meaningful relationships with both existing and new contracts	E
Excellent communication skills with the ability to articulate and present ideas clearly	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

Flexible Working: Consideration will be given to any flexible working requests although it may not be appropriate for all services.

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