

Physical Activity & Wellbeing Practitioner

About the organisation

Age UK Lincolnshire is an independent local charity and a valued member of the Age UK brand partnership. We are a dynamic, forward-thinking, and welcoming organisation, dedicated to supporting over 6,000 people across the county every month. With offices and retail outlets throughout Lincolnshire, we offer a wide range of services, social groups, and activities designed to help older people stay independent, active, and enjoy a fulfilling later life.

Our vision – **a world where older people flourish** – is delivered in the pursuit of our strategic priorities and values:

To improve the lives of older people	Caring & Understanding
To increase our organisation's financial sustainability and contribution to the local economy	Dedicated & Passionate
To be leaders in providing high quality services and achieve customer excellence	Dignity & Respect
To be a partner of choice	Independence
To be an employer of choice for staff and volunteers	Compassionate

We're a growing organisation with over 260 dedicated employees working across 19 departments, supported by more than 200 passionate volunteers. As we continue to expand, we're looking for talented individuals who share our vision and values to join our team. If you're inspired by our mission, aligned with our strategic priorities, and committed to making a difference in later life, we'd love to hear from you.

Our recruitment and selection process

To ensure a fair and consistent approach, all candidates must complete our [application form](#) we do not accept CVs. The form is designed to capture key information about your employment history, qualifications, and skills gained through work or education.

We encourage applicants to refer closely to the job description and person specification when completing their application. This helps demonstrate your understanding of the role and how your experience aligns with our requirements.

Once the job advert closes, applications are reviewed by the hiring manager for shortlisting. In some cases, applications may be considered before the closing date if we receive a high volume of interest.

Interview Process and Reasonable Adjustments

At Age UK Lincolnshire, we aim to make our interview process as welcoming, fair, and accessible as possible.

If your application is shortlisted, you will be invited to attend an interview, which may be held in person or via video call (Microsoft Teams) depending on the role and circumstances. During the interview, we'll explore your experience, skills, and alignment with our values and the requirements of the role.

We are committed to ensuring that all candidates have equal access to opportunities. If you require any reasonable adjustments to support you during the recruitment or interview process; such as accessible formats, additional time, or alternative arrangements please let us know when you are invited to interview. We will do our best to accommodate your needs.

Job Description

Job title:	Physical Activity & Wellbeing Practitioner
Department:	Events & Activities
Location:	Community Based – Lincoln
Hours of work:	20 hours per week
Contract:	Fixed term until July 2028
Responsible to:	Events & Activities Manager
Job purpose:	The post holder will work within our Communities in Motion Programme to deliver a rolling 12-week physical activity programme designed to support sedentary older adults to become more active, improve their confidence, and maintain independence. The Physical Activity & Wellbeing Practitioner will be responsible for volunteer training, client onboarding, programme administration, delivering, monitoring and evaluation of activities in order to demonstrate the impact and outcomes of the programme.

Key Responsibilities:

Participant Support and Intervention Delivery

- Deliver one-to-one physical activity interventions for older adults participating in a 12-week rolling programme.
- Assess participant needs, abilities, goals, and barriers to physical activity.
- Develop tailored activity plans that build confidence, strength, mobility, and independence.
- Motivate and encourage participants to engage in regular movement and physical activity.
- Monitor participant progress and adapt interventions as required.

- Ensure all activities are delivered safely and in line with organisational procedures.

Volunteer Mentor Coordination

- Programme induction, train, support, and oversee a small team of volunteer mentors involved in programme delivery.
- Provide regular communication, encouragement, and supervision to volunteers.
- Assist with volunteer induction and ensure volunteers understand programme objectives and safeguarding and health and safety requirements.
- Monitor volunteer activity and provide feedback where appropriate.

Administration and Client Onboarding

- Manage participant referrals and onboarding processes.
- Maintain accurate records of participant engagement, assessments, progress, and outcomes.
- Schedule appointments and coordinate programme delivery activities.
- Ensure compliance with data protection and confidentiality requirements.

Monitoring and Evaluation

- Collate and record contract programme data and outcome measures on our CRM as required for the funding body.
- Support the evaluation of programme impact through participant feedback, questionnaires, and reporting.
- Produce appropriate monitoring reports and contribute to funder reporting requirements.
- Identify successes, challenges, and opportunities for programme improvement.

General

- Maintain appropriate professional relationships with customers and maintain the highest standards of client confidentiality.
- At the heart of our organisation, a “One Team” approach aims to support creative and flexible responses from every member of our workforce to benefit each and every older person using our services; from personal care, support services, befriending, information and advice, retail and fundraising; there is an expectation for everyone to support colleagues beyond their own team.
- Support other departments within Age UK Lincolnshire.
- Carry out all other duties as deemed reasonably appropriate by your Line Manager.
- Respect confidentiality and work within professional boundaries.
- Adhere to Age UK Lincolnshire’s policies & procedures.

Person Specification

E	Essential	D	Desirable	A	Application	I	Interview
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Experience

Experience working with adults, health improvement programmes, community engagement, or physical activity initiatives.	E	A/I
Ability to motivate and build confidence in individuals who may be inactive or lacking confidence.	E	A/I
Experience supervising, supporting, or coordinating volunteers.	D	A/I
Good local knowledge of services for older people.	D	A/I

Knowledge

Ability to provide a person-centred approach with individuals, placing them at the centre of the conversation.	E	A/I
Ability to actively encourage others to engage with physical activity.	E	A/I
Knowledge of behaviour change approaches and motivational techniques.	D	I

Education & Qualifications

Good standard of general education, including GCSE (or equivalent) grade C or higher in English and Maths	E	A/I
Evidence of training and ongoing development	D	A/I
Qualification or experience in physical activity, exercise referral, health coaching, rehabilitation, community health, social care, or a related field.	D	A/I
Demonstrate a high level of competency with IT systems	E	

Personal Qualities

Well-presented and professional approach	E	I
Ability to work effectively as part of a team, with the initiative to work alone and take initiative when required.	E	A/I
Approachable, empathetic, friendly and able to get on and integrate within a team.	E	A/I
Excellent organiser, proactive and a good time keeper who is creative with their approach	E	

Additional Information

Using your car

It is an essential requirement to have a full UK driving licence with access to your own car. You must provide your driving licence, proof of vehicle insurance with business use and the make, model and colour of your vehicle.

Probation Period

All employees are subject to a four-month probationary period.

DBS (Disclosure & Barring Service)

This post requires an enhanced DBS check (adult's barred list).

Conditions of Employment

- Receipt of two satisfactory references (one must be a professional reference from your current or most recent employer; neither may be related to you)
- Proof of your right to work in the UK (please visit <https://www.gov.uk/prove-right-to-work> to find out what documents we can accept as proof of identity)
- A satisfactory enhanced certificate issued by the Disclosure and Barring Service (please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checkingguidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primaryidentity-documents> to find out what documents we can accept as proof of identity)

To find out more about this role please email HR@ageuklincolnshire.org.uk or call 01522 696 000 and ask to speak to a member of the HR team.