

# Candidate Information



## Time4You Activity Assistant

Part-time

Bank Contract

Closing Date: 8am on Tuesday 27<sup>th</sup> January 2026

# Pack Overview

Thank you for your interest in our vacancy for a Time4You Activity Assistant. We're so pleased that you're considering working for Age UK South Gloucestershire.

In this Candidate Information Pack, you'll find the following information:

- About us, our history and our links with Age UK
- The benefits of working at Age UK South Gloucestershire
- Job Description and Person Specification
- How to apply

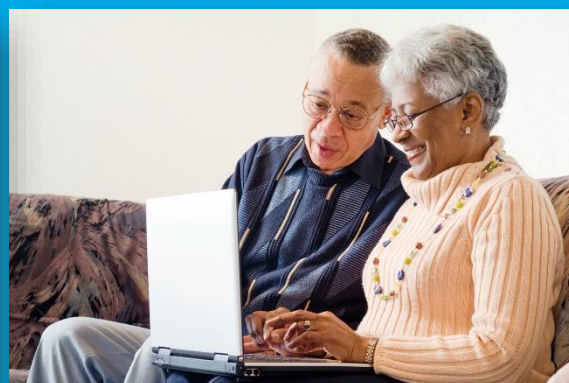
If you have any questions about any aspect of the organisation or the role, please don't hesitate to get in touch.

## About Age UK South Gloucestershire

Age UK South Gloucestershire is an independent local charity with its own locally elected board of trustees and is part of the Age UK network. We've been working in the local community to help older people for 25 years. The charity makes a positive contribution to the lives of hundreds of older people in South Gloucestershire every week. Based from our main office in Thornbury High Street, Age UK South Gloucestershire actively designs services that meet the wants and needs of local older people and their families by:

- tackling loneliness and isolation
- promoting health, wellbeing and independence
- supporting families and carers
- helping people access services and financial benefit entitlements
- enabling people to get the most out of life

We respond to more than 5,000 enquiries per year with our range of services, which include Activity Day Centres, Befriending, Digital Inclusion, Improving Homes and Wellbeing, Information & Advice provision, specialist Benefits Advice, Reconnect, Walking Groups and Volunteering opportunities.



# Our history

1997

Age Concern South Gloucestershire was formed.

2005

Age Concern South Gloucestershire changes its legal structure to become a charitable company.

2009

Age Concern and Help the Aged merge to form the national charity, Age UK. Then in...

2010

...we become an Age UK Brand Partner and trade as 'Age UK South Gloucestershire'.

2022

Age UK South Gloucestershire is celebrating our 25th Birthday.

## Our Partnership with Age UK

Age UK South Gloucestershire is an independent local charity, but we share a brand with Age UK. This trusted and well-known brand helps to open doors for us locally. Of course, we always have to deliver, but it helps to have the strength of the Age UK brand behind us.

Nationally, there are around 130 regional Age UKs, each with a defined geographical area and separate charity number.

We align ourselves with the work Age UK does nationally by supporting their campaigns, sharing reports and news stories, and using their research to underpin grant and tender applications.

Age UK also provides our local MPs with information about older people that can help drive forward local policies and influence at a national level.

Being an Age UK Brand Partner brings certain responsibilities – namely to deliver services to agreed quality standards and to subscribe to shared values of being:

- Caring
- Effective
- Enabling
- Influencing
- Innovative
- Inclusive

We are aligned with Age UK but we are still a local and independent charity. The services we deliver, the money we raise, the people we support are all in South Gloucestershire. Our Trustees are responsible for strategy, policies and legal compliance.





## Working for Us

Age UK South Gloucestershire employs a team of over 30 paid staff, and over 160 wonderful volunteers support its work. The organisation's culture is one that puts people first, and the charity enjoys high staff morale. Age UK South Gloucestershire has an active board of trustees who, as well as providing good governance, work closely with the management team on matters of strategy and direction.

What we offer our staff:

- A Living Wage for employees across the organisation.
- Great discounts and rewards (perfect for pay day!).
- A great working atmosphere.



# Vacancy Details

## **Time4You Activity Assistant**

Actual Salary £12.60 per hour

Flexible hours

Bank Contract

We are looking to appoint an enthusiastic, positive and flexible Time4You Activity Assistant to work across South Gloucestershire.

The purpose of the role is to support people with mild to moderate dementia in their own home or community setting to provide carers/family members a break. This will involve providing person centred activities with clients to support cognitive function and to provide feedback on client's well-being to family and Project Lead.

It is essential that you have excellent verbal and written communication skills, along with a high level of organisation, and a passion for working positively with older people. If you are committed to improving the lives of older people, we would like to hear from you.

Age UK South Gloucestershire is committed to equalities, diversity and inclusion, and encourages applications from all sectors of the community.

If this role sounds perfect for you, download an application pack from our website. <https://www.ageuk.org.uk/southgloucestershire/get-involved/work-for-us/>.

Please return completed application forms to [hr@ageuksouthglos.org.uk](mailto:hr@ageuksouthglos.org.uk)



### **Closing date:**

8am, Tuesday 27<sup>th</sup> January 2026

### **Interviews:**

Within two weeks of the closing date

## **Job Description**

<b>Job Title</b>	Time4You Activity Assistant (Bank)
<b>Salary</b>	£12.60 per hour
<b>Hours of work</b>	Flexible (Monday – Friday)
<b>Working pattern</b>	Flexible
<b>Place of work</b>	Working from home, travelling to client’s homes and Activity Day Centres
<b>Annual leave</b>	<p>Holiday entitlement is 5 working weeks holiday in each complete calendar year starting from date of contract signature.</p> <p>Entitlement is prorated based on the average working hours / earnings over a 52-week period.</p>
<b>Status</b>	Fixed term 12 months (depending on future funding)

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>• To support people with mild to moderate dementia in their own home or community setting to provide carers / family members break.</li> <li>• To provide person centred activities with clients to support cognitive function.</li> <li>• To provide feedback on client’s well-being to family and Project Lead.</li> </ul>
<b>Responsible to</b>
<ul style="list-style-type: none"> <li>• Time4You Project Lead.</li> </ul>
<b>Contacts</b>
<ul style="list-style-type: none"> <li>• Time4You Project Lead.</li> <li>• Head of Services.</li> <li>• Day Centre Supervisor.</li> <li>• Family members / Carers.</li> </ul>

### **Key Responsibilities**

- Provide activities that are person centred and appropriate to client's needs.
- Liaise with family to ensure that the clients likes / dislikes / interests are taken into account and activities are person centred.
- Support client to participate in activities when in the day centres.
- Help to access other community activities / services if appropriate.
- Maintain safety of clients during activities.
- Identify and report any changes in client's conditions.
- Respond as appropriate in the event of an emergency and report concerns to Project Lead and Family member / Carer.
- Maintain accurate records of clients.
- Ensure first aid equipment and any other equipment is available, in good working order and in date.
- Aware that you may be redeployed to another location / carry out other activity if client should cancel at short notice.
- Identify any other additional person-centred activity resources required to meet client interests / hobbies / likes.
- Attend training courses as and when required, ensure training is up to date.
- To recognise and respond appropriately to any safeguarding concerns.
- To understand and adhere to safe lone-working practices.

### **General Responsibilities of all staff members**

- To ensure that all administration protocols and procedures are efficiently undertaken.
- To attend supervision sessions & other meetings as required by the CEO.
- Maintain a commitment to professional development through a combination of both formal and informal methods, including attendance at mandatory training and meetings as directed.
- Uphold the highest standards of personal conduct in all matters relating to the role, working within all policies and procedures of AUKSG.

### **Other Duties**

This job description is intended as a guide to the general duties required of the post. The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

### **Requirements of the Post**

#### **The nature of this post will require:**

- Regular travel; therefore, a requirement will be access to and the use of a reliable vehicle with Business Insurance. Car mileage will be paid at the prevailing HMRC-approved rate (currently 45p per mile.)
- Lone working; therefore, the advice and guidance of Age UK South Gloucestershire must be followed.
- The flexibility for attendance at occasional meetings and events outside of any agreed working pattern. This will usually be agreed upon with plenty of prior notice.
- Attendance of training in order for you to carry out your role.

### **Disclosure and Barring Service (DBS)**

This post is subject to a satisfactory Enhanced Disclosure and Barring Service check, which will disclose all relevant cautions, reprimands and warnings as well as convictions. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to the Chief Executive Officer. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment or disciplinary action.

### **Equal Opportunities**

All employees have a responsibility to understand and abide by the obligations laid down in the organisation's equal opportunities policies.



**Health and Safety**

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times.

**Confidentiality**

All employees are expected to respect confidentiality in relation to Age UK South Gloucestershire business, client and service user data.

## **Person Specification**

### **Essential Criteria**

- An enthusiasm for and understanding of the needs of people with mild/moderate dementia.
- Excellent interpersonal communication skills and a range of written communication skills for a variety of audiences and purposes.
- The ability to motivate and engage others.
- A good level of IT skills, including using Microsoft Office packages such as Word, Excel, PowerPoint and Outlook.
- Good personal organisational skills.
- A good level of literacy.
- Ability to use initiative and work independently, but also to work cooperatively as part of a team.
- Understanding of confidentiality and the ability to handle sensitive information.
- Ability to work creatively and flexibly, with patience and adapt to changing needs.
- A commitment to promoting and supporting equality, diversity and inclusion, with an open-minded approach to individuals, avoiding judgement and stereotyping.
- A commitment to the aims and objectives of AUKSG.
- Willingness and ability to travel as required (The nature of this post will require regular travel throughout South Gloucestershire and occasionally further afield; therefore, access to and the use of a reliable car is essential).

### **Desirable Criteria**

- Experience of working with older people with mild to moderate dementia.
- A working knowledge of risk assessments.
- Experience of delivering person centred activities.

# How to Apply

If you are interested in becoming our new Time4You Activity Assistant please download an application form from our website:

[www.ageuksouthglos.org.uk](http://www.ageuksouthglos.org.uk)

Completed application forms should be submitted via email or post  
FAO Tracy Marshall, Office Supervisor:

[hr@ageuksouthglos.org.uk](mailto:hr@ageuksouthglos.org.uk)

or

Age UK South Gloucestershire,  
67 High Street, Thornbury, Bristol, BS35 2AW

Please ensure you have also completed the Equality and Diversity Monitoring section of the application form. The information on the form will be treated as confidential, and used for reporting purposes only. The form will be kept separate and will not form part of the application process.

## **Closing date:**

8am, Tuesday 27<sup>th</sup> January 2026

## **Interviews:**

Within two weeks of the closing date

For general information on Age UK South Gloucestershire or if you have specific questions about the role, please contact (details above) and she will be happy to arrange for an informal discussion with the appropriate member of staff.

