



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 "Mark Ellison".

Mark Ellison  
Chief Executive

**Job Title:** Greenwich Befriending Administrator

**Hours:** 13 per week to be worked over 2 days between 9am to 5pm, Monday to Friday. Ideally these hours will be split as follows:- Day 1 – 6 hours and Day 2 – 7 hours.

**Contract:** FTC to 31st August 2026

**Salary:** £9,822

**Location:** Across the Greenwich borough

**Reporting To:** Services Manager

**Job Purpose:** To support the Services Manager in establishing and delivering the Greenwich Over 50s Feeling Good programme. Funded by the Greenwich Healthier Communities Fund, this new initiative aims to provide physical health activities for Greenwich residents aged 50 and over across the borough.

**Key Responsibilities:**

- Support the delivery of a programme of events, trips, social groups, and physical health activities to Greenwich residents 50 years +.
- Contribute towards the smooth running of our programme by:  
Responding to enquires promptly and ensuring all client registration, consent forms, attendance sheets and client satisfaction surveys are completed and are recorded on our database.
  - Promote our programme by way of circulating promotional material by:  
-Email, text, WhatsApp and word of mouth.
  - In the community by posting flyers and posters on notice boards which partner agencies and services have including in food banks, charity shops, community groups, chemists, supermarkets, local shops, cafes etc.
  - Attend partner organisation's team meetings and let them know what our service offers.
- Ensure a record of our promotional work is maintained so it can be reported on in management and funders' reports.

- Support with our volunteers attached to these services including acting as a point of contact if our Greenwich Befriending Development Co-ordinator is not available, and assist with verifying volunteers' identification as part of DBS (disclosure and barring) process as and when required.
- Assist with the co-ordination and delivery of one-off events and trips as required.
- Record all cash donations.
- Take the service's receipts, and cash donations to our Finance team based in Community House in Bromley North as required.
- Attend regular supervision with your line manager.
- Participate in team and staff meetings as required and attend other meetings as requested.
- Engage in training as necessary to support the role.

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:**

### **Essential**

- Excellent administrative skills, well organised with good time management and a methodical approach to work
- Experience of using a database
- Empathy and understanding of older people and the issues that impact their lives including their health and wellbeing
- Committed, enthusiastic, flexible approach to work
- Self-motivated and reliable with the ability to work both independently and as part of a team
- Commitment to the principles of equal opportunities and inclusion and their practical implementation

### **Desirable**

- A full UK driving licence.

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 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 the lives of older adults in Greenwich while working as part of a supportive and passionate team, this could be the perfect opportunity for you. The Greenwich Over 50s Feeling Good programme is dedicated to enhancing the health and wellbeing of local residents, empowering them to stay active and connected within their community.

If you have any questions please contact our HR department:  
[hr@ageukbandg.org.uk](mailto:hr@ageukbandg.org.uk)  
020 8315 1862