



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 200 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 listen to and collaborate with older people to ensure that they are fully represented in both boroughs. We will work with older people to enable, support, and connect. We will enable, promote, and respect older peoples' choices, 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 our staff, volunteers, and clients. We believe in their potential and will help them 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: Greenwich's Older Nepalese Women Group
Development Co-ordinator

Hours: 28 per week

Salary: £23,520 (FTE £31,500) gross pa.

Location: Across the Greenwich borough

Reporting To: Services Manager

Job Purpose: To engage older Nepalese women (50+) in Greenwich by developing and delivering a meaningful programme of activities that improves health, wellbeing, social connection, and access to mainstream community services.

Key Responsibilities:

- Develop and deliver an engagement programme for Nepalese women 50+, including weekly group sessions, monthly outings, an annual health event, and an Advisory Group.
- Recruit, support, and coordinate volunteers, including involvement in inductions, one-to-one support, and identifying training needs in line with the Nepalese Women's Group Plan 2026–2029.
- Support the creation of health and wellbeing resources and activities that are co-produced with relevant stakeholders and reflective of the needs of the community.
- Build strong partnerships with clients, their families, local Nepalese community networks, volunteers, community groups, faith groups, and local statutory and health services.
- Promote the programme and wider Age UK Bromley & Greenwich services to Nepalese women who may be isolated, experiencing barriers to support, or living in disadvantaged households.

- Support updates to the website, social media, newsletters, and noticeboards with relevant content about the Nepalese Women's Group.
- Publicise the programme effectively and signpost clients to suitable internal and external services.
- Support the implementation of an evaluation framework and provide meaningful case studies demonstrating impact.
- Maintain accurate project records, analyse data, and contribute to reports for the Advisory Group, Senior Management Team, and funders.
- Work collaboratively with external evaluators as required.
- Ensure safeguarding, Health & Safety, and GDPR are followed across all activities, including producing risk assessments.
- Support day-to-day budget management, purchasing materials, and ensuring expenditure meets value-for-money standards.
- Undertake tasks in line with the coordinator's role and respond flexibly to new challenges.
- Work occasional evenings and weekends with TOIL provided.
- Attend staff meetings, supervision, and required training.
- Work within Age UK Bromley & Greenwich policies and procedures.

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

- Understanding of issues affecting older people who are lonely, isolated, or face barriers to wellbeing.
- Strong verbal and written communication skills.
- Ability to organise workload, meet deadlines, and work to targets.
- Ability to work effectively as part of a team.
- Ability to monitor and respond to telephone and email enquiries.
- Strong administrative skills.
- Ability to follow and implement policies and procedures.
- Community development or group work experience
- Setting up and delivering community-based projects experience
- Supporting volunteers.
- Monitoring and evaluating work.

Desirable

- Collaborating with communities who face barriers to accessing mainstream services (health, housing, welfare etc.).
- Relevant community language such as Nepali or Hindi.
- Full driving licence and access to a vehicle.

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.

This role offers the opportunity to support older Nepalese women in Greenwich by developing and delivering a culturally informed programme that promotes health, wellbeing, social connection, and access to local services. Working alongside a supportive team and community partners, the Development Co-ordinator will play a key role in building trusted relationships, strengthening community links, and ensuring the programme responds to the real needs of women aged 50+.

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