

Candidate Information



Falls Prevention Project Coordinator

Part-time
Permanent

Closing Date: 8am on Tuesday 29th April 2025

Pack Overview

Thank you for your interest in our vacancy for a Falls Prevention Project Coordinator. 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

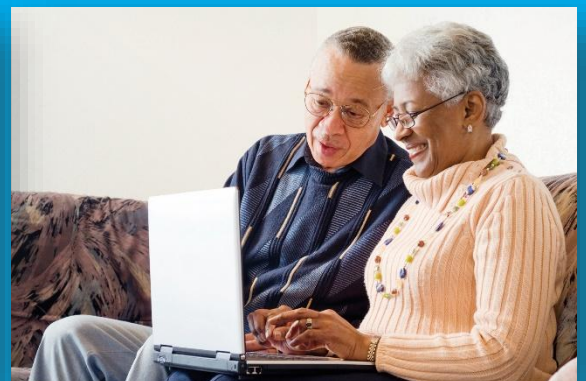
If you have any questions about any aspect of the organisation or the role, please don't hesitate to get in touch.

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.

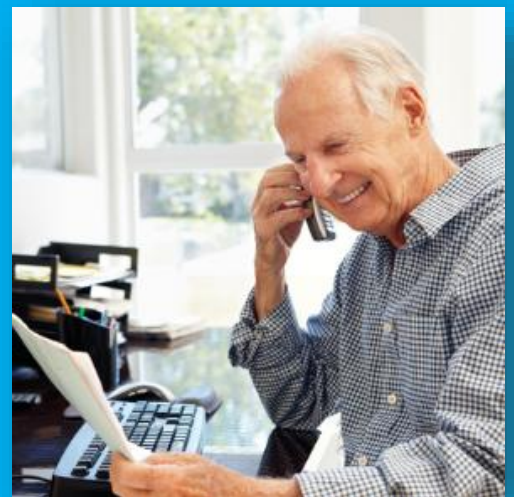


Working for Us

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.
- A commitment to a work life balance, with flexible & hybrid working in many roles.
- A healthcare cash back plan allows employees to claim money back towards a variety of health, dental and optical treatments.
- An employee wellbeing scheme, providing free, confidential support, counselling, CBT, financial and legal information or support from a nurse or GP, 24 hours a day, 365 days a year.
- Generous life assurance up to 3 times your annual salary.
- Great discounts and rewards (perfect for pay day!).
- Discount on gym membership.
- A cycle to work scheme.
- A great working atmosphere.
- 25 days holiday per year, rising to 28 days after 3 years' service, plus bank holidays.
- Regular learning and development opportunities with funding contributions toward career developing qualifications.
- Pension scheme enrolment.
- A convenient location for access to local parking.



Vacancy Details

Falls Prevention Project Coordinator

Actual Salary £22,280 (£27,851 FTE)

Part-time 30 hours per week
(Permanent)

We are looking to appoint an enthusiastic, positive and flexible Falls Prevention Project Coordinator to work across South Gloucestershire.

The purpose of this role is to coordinate, deliver and administer community-based strength & balance exercise service for an ageing population across a variety of settings in South Gloucestershire. The post holder will take a strength-based approach to working with providers in communities where there is the highest incidence of falls.

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.



Closing date:

8am, Tuesday 29th April 2025

Interviews:

Within two weeks of the closing date



Job Description

Job Title	Falls Prevention Project Coordinator
Salary	£27, 851 Actual salary £22,280.
Hours of work	Part-time, 30 hours per week
Working pattern	To be agreed with the appointed candidate
Place of work	67 High Street, Thornbury, BS35 2AW
Annual leave	25 days annual leave (increasing to 28 after 3 years' service), plus public holidays, all pro rata
Status	Permanent

Job Purpose
To coordinate, deliver and administer community-based strength & balance exercise service for an ageing population across a variety of settings in South Gloucestershire. The post holder will take a strength-based approach to working with providers in communities where there is the highest incidence of falls.
Responsible to
Head of Services
Contacts
Independent Strength & Balance practitioners, the Local Authority, Sirona Specialist Falls team, GP's, Social Prescribers, Circadian Active Centres, Walking Project Assistant

Key Responsibilities

To co-ordinate the procurement, training and delivery of strength & balance activities in the localities where people have been identified by the relevant health and allied health professionals with the highest incidence of falls in South Gloucestershire

- To identify new opportunities for the development and delivery of OTAGO or FaME based falls prevention programmes
- To screen and assess the exercise capacity of those people participating in group exercise sessions as appropriate and monitor progress
- To carry out risk assessments of delivery venues
- To actively encourage participation in the community and communicate effectively with participants to promote long term adherence and progression of exercise programmes
- To signpost or direct people into other exercise activity such as walking groups, that will help them to maintain an active and healthy lifestyle
- Elicit and record participant and provider feedback
- To induct, supervise and support practitioners and volunteers helping with classes
- To promote and build capacity within the local communities to sustain the effectiveness of the falls prevention programme
- Ensure that attendance registers, and participant records are maintained in accordance with data protection and Age UK South Glos. Data privacy and confidentiality policies and procedures.
- To ensure that systems and procedures are in place to record and collate output, outcome and quality measures, following data sharing protocols in line with Age UK South Glos. Confidentiality policies
- To support the Head of Service by utilising the above information to assess and evaluate the effectiveness of the programme and provide monthly reports as required
- To deliver Health promotion tasks and demonstrations to groups in the community and provide appropriate information, which aims to increase participation in falls prevention activities

- Strengthen relationships with health professionals and local community organisations, to develop the service including attending meetings, groups and events to promote the service
- Proactively market and promote the range of community services offered by Age UK south Gloucestershire where appropriate, to support individuals to retain, regain and develop the skills to manage and improve their lives and environment
- To ensure that all duties and responsibilities associated with the post are carried out in accordance with Age UK South Gloucestershire Mission and Purpose and quality standards.
- To carry out other duties as directed by the Head of Services and the Chief Executive which are consistent with the responsibilities of the post and the needs and development of the falls prevention programme.

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.

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 – Knowledge & Skills

- Able to show experience in similar role
- Excellent verbal and written communication skills
- Ability to work as part of a team as well as work independently
- Experience of communicating with, and presenting to a wide range of audiences, e.g. health professionals, community & Voluntary sector organisations, older people and their families
- Excellent personal organisation skills and ability to prioritise and meet deadlines
- Confident with IT systems, specifically outlook, word, and excel
- Ability to talk to service users about sensitive issues including medical conditions
- Experience of working with/supporting the ageing population and understanding the challenges they face
- Ability to carry out tasks with attention to detail

Desirable Criteria

- Accredited Strength & exercise Qualification such as OTAGO or Stay Strong & Steady
- Experience of supervising and developing staff and volunteers
- Experience of working with individuals within a community setting
- Experience of undertaking assessments of physical ability
- Able to demonstrate experience of project management, monitoring and evaluation
- Knowledge of safeguarding in relation to adults
- Experience of managing/coordinating staff and/or volunteers
- Problem-solving and the ability to implement solutions
- Committed to continuous professional improvement
- Flexibility and willingness to work occasional unsociable hours
- Car driver, willingness to travel, holds clean driving licence and insurance

How to Apply

If you are interested in becoming our new Falls Prevention Project Coordinator please download an application form from our website:

www.ageuksouthglos.org.uk

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

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

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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



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