

Admin and Activity Support (Health Hub)

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| Department | Healthier Lifestyles |
| Role Description | To support the Healthier Lifestyles team at community events; exercise classes health checks, talks, health hubs. |
| Location | Based at 81 Brigstock Road, Thornton Heath, CR7 7JH but events may take place across the borough. |

Duties may include:

- Welcoming clients, introducing new clients to the team
- Taking clients' details and filling in forms
- Taking a register and assisting with data collection
- Handing out printed materials, and explaining materials and forms if clients need help
- Assisting with setting up the venue (chairs/tables) and packing away
- Data entry, and photocopying of printed materials
- Attending support, training and supervision meetings as required

Skills Needed:

- Excellent communication skills
- Good literacy skills
- Confident in independently speaking and supporting older adults from all backgrounds and making them feel welcomed
- Awareness of healthy lifestyle and healthy ageing factors
- Willingness to support older adults and work with people of all cultural backgrounds
- Ability to travel to venue/s around the borough

Benefits:

- Relevant training courses will be provided, including support to gain knowledge in the general running of the Healthier Lifestyle team
- Meeting new people and being part of a vibrant volunteering team
- Gaining new skills
- Travel and other expenses will be reimbursed

Support:

- You will receive a thorough induction before you start, to familiarise yourself with Age UK Croydon's policies and procedures.
- You will be assigned a line manager who is there to support and encourage you
- Regular supervision so you feel confident in your role

Time Commitment:

- Various time slots available from 2 hours per week Monday to Friday.
- A minimum 6 month commitment is required

All appointments will be subject to two references and a three months trial period