



### **JOB DESCRIPTION**

<b>Title:</b>	Active Ageing Coordinator (part-time)
<b>Responsible to:</b>	Head of Operations
<b>Hours:</b>	28 hours per week (4 days; some flexibility on working hours possible)
<b>Salary:</b>	£22,400 to £24,000 (pro rata based on FTE salary of £28,000 to £30,000)
<b>Based:</b>	Dollis Hill, NW2 6HE; Cricklewood, NW2 6JP; Willesden, NW10 2JR
<b>Contract:</b>	Permanent (subject to continuation of funding)
<b>Please Note:</b>	DBS check will be required

### **ABOUT THE ROLE**

Do you want to work for an organisation that makes a real difference, every day, to people from all walks of life? This is an exciting opportunity to contribute to BIAS's mission of reducing social isolation among older Irish people and creating a warm and welcoming space for the whole community.

The Active Ageing Coordinator will run BIAS's very popular twice-weekly active ageing lunch clubs in Dollis Hill and Cricklewood (see more information [here](#)), which attract over 50 attendees per session, working with a team of volunteers to coordinate activities including Irish music, dancing and bingo. We are looking for a dynamic, enthusiastic person who is happy to take a hands-on approach to the development and delivery of our active ageing project. You will need to have strong people skills and the ability to proactively build positive relationships with volunteers and service users, along with excellent organisational abilities.

The project (funded by the Irish Government's Emigrant Support Programme) will also involve delivering occasional special events for club members, such as St Patrick's Day and Christmas celebrations and health and wellbeing days. You will need a strong capacity to build relationships and partnerships with other organisations and community groups in the borough, and a willingness to work with the leadership team on the marketing and development of the clubs, including via social media.

## MAIN RESPONSIBILITIES

- Take the lead on the day-to-day running of BIAS's two active ageing clubs in Brent, ensuring that they are welcoming, accessible and available to all.
- Carry out administrative tasks necessary for the successful running of the clubs, including shopping for club supplies, preparing refreshments, setting up music, organising entertainment and banking attendance fees, working within agreed budgets.
- Ensure the safety and wellbeing of all club members during club sessions, and manage communication and additional engagement with members outside of club sessions.
- Record and maintain member and attendance information in BIAS's client management system.
- Where needed and possible, provide support to BIAS's Active Ageing Coordinator in Haringey borough, and cooperate on joint club initiatives.
- Working in close cooperation with BIAS's Volunteer Manager, encourage volunteer recruitment and retention and supervise volunteers during club sessions, ensuring that they have a safe working environment and a positive, fulfilling volunteering experience.
- Contribute to the promotion of the active ageing clubs in the local community, help create content and manage community interactions on BIAS's social media accounts, and represent BIAS at occasional community events.
- Organise an annual summer outing for club members, and work closely with the leadership team on the organisation of a Christmas event for the wider BIAS community.
- Plan annual Health and Wellbeing Days in cooperation with local health networks, and work with the management team to identify other possible initiatives to improve the health and wellbeing of active ageing club members.
- Develop and maintain good relations with other cultural organisations and community groups in Brent, with the aim of promoting cooperation and cross-cultural exchanges.
- Work with the management team to identify opportunities for expansion of the active ageing project and ways to increase community engagement with BIAS.
- Attend regular supervision sessions with the Head of Operations, and be willing to undertake training and professional development as needed.

These are the basic duties required of the Active Ageing Coordinator. However, it is necessary for all staff to be flexible and you may be required from time to time to perform other reasonable duties which are required for the efficient running of the organisation. We will also offer training opportunities to support your career development.

Candidates must be eligible to work in the UK. This post will require travel to club venues and transport of club supplies, so access to a car is required.

## ABOUT BIAS

BIAS is a local charity which has supported England's largest Irish community for over forty-five years. We deliver our support through our welfare advice drop-in service, our active ageing clubs and our Be-a-friend volunteer scheme. We raise over £2 million in extra income for the most vulnerable every year and have over 3000 attendances at our club services. BIAS has exciting plans for further expansion and has a range of medium- to long-term grant funding streams, including from Ireland's Emigrant Support Programme.

For further information about BIAS, please see our website [www.biasbrent.co.uk](http://www.biasbrent.co.uk).

## HOW TO APPLY

To apply, please send a **CV and cover letter** to [recruitment@biasbrent.co.uk](mailto:recruitment@biasbrent.co.uk). Your cover letter should demonstrate how you meet the essential and desirable criteria for this role, with supporting examples.

The deadline for applications is **30<sup>th</sup> January 2026** but we encourage candidates to apply as soon as possible as interviews may be carried out on a rolling basis.

## PERSON SPECIFICATION

This lists the skills, experience, knowledge and personal qualities needed for this post.

<b>E</b>	Essential	<b>A</b>	Application form
<b>D</b>	Desirable	<b>I</b>	Interview

## EXPERIENCE

Characteristic	E	D	Assessment
Experience of running day-to-day operations on community projects.		D	A/I
Experience of working with older people.		D	A/I
Experience of working with volunteers.		D	A/I

## KNOWLEDGE AND SKILLS

Characteristic	E	D	Assessment
Understanding of working in a person-centred way.	E		A/I
Excellent verbal and written communication skills and ability to liaise effectively with people at all levels and from a variety of cultural backgrounds.	E		A/I
Good knowledge of Microsoft Office programmes, including Word, Excel and Outlook, databases and/or client management systems (or willingness to undertake necessary training).		D	A/I
Understanding of the issues that affect older people, including dementia.		D	A/I
Awareness of BIAS services and the issues facing the Irish community in London.		D	A/I
Understanding of and commitment to equity, diversity and inclusion.	E		A/I

## PERSONAL QUALITIES

Characteristic	E	D	Assessment
Approachable, empathetic, confident, friendly and able to get on with others and be a strong team player.	E		A/I
Excellent organiser, able to work on own initiative, plan and manage own workload with minimal supervision and meet deadlines when required.	E		A/I
Professional, with the ability always to maintain confidentiality levels.	E		A/I
Willing to accept instruction and responsibility.	E		A/I
Awareness and understanding of the importance of boundaries and safeguarding.	E		A/I
Flexible and enthusiastic approach to duties and occasionally when required to working hours.	E		A/I