

MAIN TERMS AND CONDITIONS OF SERVICE

Job title:	Darwen Advice & Information Officer
Salary:	£12,670 per annum paid monthly in arrears
Hours:	20 hours per week. Monday to Friday 9.15am – 1.15pm. When providing holiday and sickness cover the postholder may be required to work additional hours per week. Occasionally, some evening and weekend work may be required for which time may be taken in lieu. There are no overtime payments.
Holidays:	20 days (4 weeks) per year plus statutory holidays. The organisation provides direct services to the public and therefore in order to ensure adequate cover there is a holiday cover system in operation. Consequently the post holder will be expected to book their holidays in collaboration with other members of the team.
Travel:	No payment is made for travel between home and work Payment for travel undertaken as part of the duties of the post will be reimbursed
Pension:	Workplace pension
Responsible to & supervised by	Advice & Information Manager
Training:	The post holder will be expected to undertake training relevant to the role
Probation:	Confirmation of the appointment will be subject to the satisfactory completion of a probationary period of six months
Location:	The base will be Age UK Darwen Office, Darwen Town Hall. However, you may be required to work on either a temporary or an indefinite basis at any premises which the organisation currently has, or may subsequently acquire, or any premises at which it may from time to time provide services.

March 2021