



JOB VACANCY

INFORMATION & ADVICE SERVICE OFFICER

- Do you possess the abilities, know-how and skills necessary to provide information and advice on a range of issues including welfare benefits, care issues and local services to older people?
- Can you provide excellent customer service at all times, deal with enquiries impartially and confidentially on the telephone, in person and via written communication?
- Can you ensure that the services provided comply with all the organisational and service policies, standards and relevant national quality systems?
- Work in conjunction with other staff to deliver outreach promotional activity to market our services across Bury?
- Then complete the job application form! Details below.

Hours of work: 28 hours per week, worked Tuesday to Friday, 9.00 a.m. – 16.30 p.m.

Annual Leave: 20 days on a pro-rata basis, plus all statutory bank holidays and one compulsory day off from Age UK Bury. In addition, we are offering 3 days paid leave for you to undertake voluntary work for a charity of your choice.

Contract: Temporary subject to funding and a 6-month probationary period. This scheme will be on-going until we are notified the funding is no longer available. Current funding has been secured until March 2027.

Salary: £17,777.76

Job Location: The Jubilee Centre, Mosley Avenue, Bury, BL9 6NJ / Hybrid working

For more details please:

- Download a job pack from: [//www.ageuk.org.uk/bury/get-involved/work-for-us/](http://www.ageuk.org.uk/bury/get-involved/work-for-us/)
- Or collect one from the Jubilee Centre, Mosley Avenue, Bury, BL9 6NJ
- Call us on 0161 763 9030
- Email: jobs@ageukbury.org.uk
- Find the advert on our website: www.ageukbury.org.uk

Closing date: 15th December 2025

Interviews: T.B.C

Age UK Bury is an equal opportunities employer and positively encourages applications from suitably qualified and experienced candidates regardless of age, disability, gender, sexual orientation, race, religion or belief