

July 2023

**Job Role – Information & Advice Support Officer**

We are delighted that you have shown an interest in applying for this post with Age Cymru Dyfed.

This is a fantastic opportunity to join our organisation, and be part of its team of committed individuals, delivering services and support for older people. This is an exciting time for the charity as it has expanded its reach across 3 counties in West Wales.

Along with your CV, could you please complete the application form and provide a covering letter. Any applications received that have not completed the form will be disregarded. Accompanying this covering letter is the following:

- Application form
- Equal Opportunity Monitoring Form
- Job description & person specification
- Job advert

*Please note, we are actively processing applications which will result in the advert being removed once the position is filled. For this reason we would encourage applications to be completed at the earliest convenience, thank you.*

Yours faithfully,

*Caroline Davies*

ACD Head of Business Development and Contracted Services