



## **Housing Support Grant Information and Advice Officer Pembrokeshire**

**You will be working from the Haverfordwest Office, as well as being home based, and travel throughout Pembrokeshire is essential.**

**Salary Band DP3 (2) - £23,550 FTE** *this is £18,840 actual for 28 hours a week and £14,130 for 21 hours a week*

**Hours:** 21hours or 28 Hours per week depending on suitable candidate

We are looking to recruit a self-motivated, enthusiastic, hard-working experienced Information & Advice Officer to join our organisation.

You will be committed to providing up-to-date information and advice to older people and their carers in outreach locations, via telephone, online and face to face. Working to approved quality standards, you will be responsible for the effective delivery of providing advice covering a range of topics including (*but not exclusively*); Welfare Benefits, Housing, Social Care and local services.

**Experience of delivering Welfare Benefits Advice is required.**

**Please email:** [recruitment@agecymrudyfed.org.uk](mailto:recruitment@agecymrudyfed.org.uk) for more information.

**Closing date:** There is no formal closing date. Applications will be reviewed as received until the position is filled. If you are interested, please therefore apply as soon as possible.

**Interviews:** To be confirmed – via Microsoft Teams

***This is fixed term contract funded initially until November 30<sup>th</sup> 2024 and subject to review and funding thereafter.***