Date as postmarked

**Dear Applicant**

Thank you for your request for an application form and further information relating to the position of **Allocation Officer**. Please find enclosed the following documents for completion and return by one of the following methods:

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|  | Applying by post | Applying by email |
| Application Form | Please complete and return to:  **Carolyn Stirling Age UK Lancashire 7 St Georges Rd St Annes FY8 2AE** | Please complete and email to: **cstirling@ageuklancs.org.uk** |
| Equality and Diversity Form | Please complete and place into the envelope provided. Return this sealed envelope with your application form. *If you received your application by email but wish to return it by post then please provide an envelope and mark it E&D.* | Please complete and email separately to:  **cstirling@ageuklancs.org.uk** |
| Rehabilitation of Offenders Form | Please complete and return with your application form. *If you received your application by email but wish to return it by post then please provide an envelope and mark it E&D.* | Please complete and attach to the same email as your application form |
| Disclosure and Barring | If Age UK Lancashire determines that an employment post is eligible for a DBS check then all the associated costs will be met by the employee. The cost for a DBS check is £44 plus an additional admin charge of £5.50 totalling £49.50. This amount will be deducted from an employee’s first salary with Age UK Lancashire. | |

We only accept applications made using the application form provided. CV’s will not be accepted and your application may not be considered. Due to the high cost of postage, we will not contact you unless you have been short-listed for interview. Please assume that if you have not heard from us within 4 weeks of the closing date of the position that you have not been successful on this occasion.

When completing your application form please pay particular attention to the Person Specification as the criteria from this form will be used for short-listing. You should be able to demonstrate on your application form that you meet the criteria on the person specification by addressing each point, explaining what qualifications, qualities, skills or experience you have in order to demonstrate that you meet the requirements listed. If due to any disability, completion of the application form will cause you any difficulties, please contact us and we will do all we can to assist.

For information about Age UK Lancashire, please visit our website [www.ageuklancs.org.uk](http://www.ageuklancs.org.uk). Thank you for your interest in Age UK Lancashire, we look forward to receipt of your application.

Yours sincerely

*C Stirling*

Carolyn Stirling

HR Administrator

Post Title: Hospital Aftercare Service Allocation Officer.

Location: Lancaster Royal Infirmary covering Lancaster and area.

Grade/Salary: Scale 4 pt.20-21 £18637-£19317pa pro rata

Hours of Work: 24.5hours per week. Working between the hours of 9:00am – 7:00pm on a rota basis covering weekends and Bank Holidays.

Additional Benefits: Bank Holidays paid at double time.

Pension: All eligible employees will be enrolled onto Age UK Lancashire Auto Enrolment scheme and will therefore be unable to join any other Age UK Lancashire pension scheme.

Travel: Travelling expenses will be paid for all journeys required for work, excluding travel from home to base. The current rates are

45p per mile for the first 10,000 miles per year and 25p per mile thereafter.

The nature of the post will require travel across the area. A full driving licence, appropriate insurance cover and use of a car are essential.

DBS: This post is eligible for an enhanced DBS check and all the associated costs will be met by the employee. The cost for a DBS check is £44 plus an additional admin charge of £5.50 totaling £49.50. This amount will be deducted from an employee’s first salary with Age UK L

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| **Our core workplace values** | **How do we demonstrate these values in the workplace?** |
| **Empowerment** | * *We value leaders and managers who can confidently and appropriately delegate to their teams and by doing so encourage fairness, responsibility and trust within their teams.* * *We value honest and transparent leadership where team members can communicate openly and constructively for the benefit of our organisation.* * *We value individuals who welcome the opportunity to be empowered by engaging in training, sharing their skills and in doing so taking responsibility for their contribution, performance and their own development.* * *We value individuals who work for the benefit of the team, showing support, offering help, acting co-operatively and encouraging others to work together.* |
| **Commitment** | * *We value those who show commitment by being positive about and supportive of the organisation, its vision, mission and ambitions; those who embrace change, are flexible and consistently deliver over and above expectations.* * *We value team members who consistently adhere to the organisations processes and systems and support others to do so.* * *We recognise the importance of maintaining a work/life balance and value those who recognise that commitment and a work/life balance are mutually compatible. Equally we value our colleagues who support others to maintain this balance.* |
| **Innovation** | * *We value and reward those progressive team members who strive to improve the quality and efficiency of our work through being solution focused.* * *We embrace new ideas, valuing and recognising individuals who contribute to generating and developing them for the benefit of the Charity and our customers.* |
| **Responsibility** | * *We value those who take responsibility and are accountable for their actions individually and within teams.* * *In turn we value leaders and managers who consistently encourage a culture of openness to enable their teams to take responsibility.* * *We value those who learn from their mistakes and share their learning with others; those who recognise their own responsibility for delivering our shared ambitions and their individual targets within these will thrive at Age UK Lancashire.* |