

CONDITIONS OF SERVICE
Information & Advice Caseworker
Age UK Plymouth

Responsible to	Wellbeing, Information & Advice Manager / Director of Services
Hours of work	15 hours per week over 2 or 3 days, additional hours may be required from time to time therefore flexibility
Rate of pay	£12.77 per hour / £9,960.60 per annum
Place of work	The William & Patricia Venton Centre, Mount Gould. Other Age UK Plymouth Centre's, where needed.
Probationary period	Subject to the satisfactory completion of a six month probationary period
Termination of employment	One month's notice in writing is required by either party. (Not applicable during probationary period, where statutory terms apply)
Holiday entitlement	The equivalent of 5.6 weeks per year pro rata in accordance with the employee handbook. 1 additional day added after each year of completed service up to a maximum of 5 days.
Sick pay entitlement	Company sick pay after successful completion of probation period