



**CONDITIONS OF SERVICE  
Information & Advice Community Caseworker  
Age UK Plymouth**

<b>Responsible to</b>	<b>Wellbeing, Information &amp; Advice Manager</b>
<b>Hours of work</b>	<b>30 hours per week Monday to Friday, additional hours may be required from time to time therefore flexibility</b>
<b>Rate of pay</b>	<b>£22,105.2 per annum</b>
<b>Place of work</b>	<b>Community based.</b>
<b>Probationary period</b>	<b>Subject to the satisfactory completion of a 4 month probationary period</b>
<b>Termination of employment</b>	<b>1 month's notice in writing is required by either party. (Not applicable during probationary period, where statutory terms apply)</b>
<b>Holiday entitlement</b>	<b>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.</b>
<b>Sick pay entitlement</b>	<b>Company sick pay after successful completion of probation period</b>