**Recruitment: Advice and Information Team Leader at Age UK Redbridge, Barking and Havering**

**Salary:** £29,000 p.a.

**Working Hours**: Full Time 35 hours per week

**Closing date:** Monday, 27th March 2023 – **12pm**

**Proposed interview date**: Thursday, 30th March 2023

Age UK Redbridge, Barking & Havering offers an Advice & Information service to support older people living in the boroughs of Redbridge, Barking & Dagenham and Redbridge which is free, independent and confidential to older people, their relatives, carers and friends. The Team Leader is required to work independently and provide line management for a small team of Advice and Information Workers and Volunteers as well as manage their own caseload but be part of the wider team and be aware of the other services provided by Age UK Redbridge, Barking & Havering. Working closely with the Admin Support Volunteer and Advice Workers to triage, allocate and prioritise referrals based on the urgency of the referral.

Good IT skills are required and familiarity with Charity Log would be useful as well as Knowledge of relevant quality assurance systems.

**To apply:** Please check our website for further details and a full application pack <https://www.ageuk.org.uk/redbridgebarkinghavering/about-us/work-for-us/>

**Completed application forms and Equal Opportunities Forms should be returned to** admin@ageukrbh.org.uk **or alternatively post to Recruitment, Age UK Redbridge, Barking and Havering, 4th Floor, 103 Cranbrook Road, Ilford, Essex, IG1 4PU.**

**Only candidates who meet the essential criteria will be shortlisted**

**Only successfully shortlisted candidates will be contacted for interviews**