**Advice & Information Worker**

**SALARY: £23,686 pro rata; (£18,948 actual for 28 hours per week and £23,686 actual for 35 hrs/week)**

**WORKING HOURS: 28 to 35 hours per week**

**CLOSING DATE: Tuesday 10th October 2023 by 12pm**

**INTERVIEW DATE: Friday 13th October 2023**

Age UK Redbridge, Barking & Havering offers an Advice & Information service to support older people living in the boroughs of Redbridge, Barking & Dagenham and Havering which is free, independent and confidential to older people, their relatives, carers and friends. We offer support with benefits maximisation to make sure people receive everything they are entitled to, housing issues, social care needs, health and disabilities, advice on energy efficiency and fuel poverty, to assistance with form filling and leisure.

We are recruiting an Advice Worker to cover the London Borough of Redbridge. This role requires the worker to work independently and 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. The post involves both office based, home visit and outreach work at a variety of locations across the London Borough of Redbridge. 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 using the email:** **admin@ageukrbh.org.uk** **or alternatively post to Gabby O’Neill Recruitment, Age UK Redbridge, Barking and Havering, 4th Floor, 103 Cranbrook Road, Ilford, Essex, IG1 4PU.**