**Advice & Information Worker - Havering**

**SALARY: £23,686 pro rata, (£18,949 actual for 28 hours per week)**

**WORKING HOURS: 28 hours per week**

**DURATION: 12 Months Fixed Term Contract**

**CLOSING DATE: Monday 20th February by 12pm**

**INTERVIEW DATE: Friday 24th February**

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. 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 Havering. 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 Havering. 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.**