28 September 2018

Dear Applicant

Re: Information and Advice Officer – 36.25 hours (IAO918)

Fixed term contract ends June 2019

Thank you for your interest in the post of Information and Advice Officer with Age UK Sheffield. Please find enclosed an information pack containing the following:

- Job Description
- Person Specification
- Background information
- Application Forms
- Equal opportunities monitoring form
- Job applicant privacy notice

When completing your application please include **all relevant experience**, including any you have gained outside paid employment. Completed application forms should be returned to Sarah Hancock **by 9am on the 15th October 2018** at acs.recruitment@ageuksheffield.org.uk
Please note this post will be subject to a DBS check.

As a charitable organisation it is incumbent upon us to keep all overheads to a minimum, so it is regretted we shall only contact to those candidates who have been selected for interview.

I thank you for your interest in this post and look forward to receiving your completed application.

Yours sincerely

Teresa Barker
Deputy CEO/ Head of Service Delivery and Standards
Enc

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Working with and for older people in Sheffield

President: Mr NJA Hutton MBE, Vice President: Prof. A Walker, Chairman: Mr D Campbell, Chief Executive: Steve Chu.
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