

As an independent local charity working in Somerset and North Somerset, we lead teams of staff and volunteers to provide information and services that promote wellbeing and independence, adding value to later life.

Information and Support Manager

Contract: Permanent

Hours: Part Time, 28 hours per week over 4 days

Salary: £29,057 p.a. FTE (£23,246 actual), plus generous pension contribution

Location: Taunton (with some travel in and around Somerset and North Somerset)

Are you a skilled Manager with experience of delivering and developing a customer-facing service?

Leading from the front, you will direct and manage teams of staff and volunteers to deliver and develop services that include Information & Advice, Dementia Support and modern-day Befriending. We are therefore seeking an experienced service manager with excellent team leadership, interpersonal and communication skills.

You will have a flexible and positive approach with a commitment to providing customer-facing and whole person-centred support services to a high standard. Key to this role will be to implement, maintain and embed our Information and Advice Quality Marque.

Sharing our core aims and values, your enthusiasm for developing existing services will complement an energy for supporting emerging priorities. A proven ability in writing successful applications for new funding will also be an advantage.

The nature of the post will require regular training on developments in welfare benefits and care.

In return, we offer a dynamic and friendly working environment within our modern Taunton office with free on-site car parking available.

Appointment to this post is subject to satisfactory references and DBS criminal records check

How to apply

Go to Get Involved/Work with us at www.ageuk.org.uk/somerset for the application pack. Alternatively, email us on recruitment@ageuksomerset.org.uk to request the pack, for further information or an informal chat.

Age UK Somerset is striving to be an equal opportunities employer and welcomes applications from all sectors of the community.