*Please note that this summary is provided for applicant’s information only, does not constitute a job offer and is not intended to form part of any contract of employment.*

*The successful candidate, as a new member of staff, will be given a statement of their terms and conditions of employment, which then becomes part of the contractual provisions of their employment.*

**1. Job Title: Senior Housing & Care Options Adviser**

**2. Contract Applicable:** **The post is funded until 31st March 2021**

**3. Employer:** Age UK Wigan Borough

**4. Anticipated start date:** **August 2018**

**5. If an offer is made it would be conditional on the basis of:**

1. Satisfactory references
2. Clearance from the Disclosure & Barring Service (DBS)
3. Declaration of ‘spent’ and ‘unspent’ convictions (this post is exempted from the provisions of the Rehabilitation of Offenders Act 1974)
4. Successful probation – The post will be subject to a probationary period of 6 months. However, should the post be extended, the post holder will be required to complete a further 3 months’ probation period.
5. Evidence of qualifications stated as relevant to the post
6. Evidence of ability to work in the UK

**6. Location/site:**

Staff may be asked to work out of any Age UK WB site within the Wigan Borough. It is anticipated that initially this post would be based at **Pennyhurst Mill Office.**

**7. Salary:**

The salary for this post is: **£9.62 per hour**

There is no guarantee of any subsequent increment either for performance or cost of living. Any awards are subject to sufficient funds being available each year.

**8. Salary Payments:**

Salaries are paid monthly into bank or building society on 27th of each month

**9. Expenses**

Car travel expenses are paid at 30p per mile for duties necessarily incurred as part of the requirements of the job role.

**10. Pension**

Age UK WB will comply with the employer pension duties concerning pensions’ auto-enrollment in accordance with Part 1 of the Pensions Act 2008 from the date that is legally required to do so.

**11. Hours of work:**

**This post is for 37 hours per week.**  A Time off in Lieu (TOIL) system is in operation for which this post will be eligible. The post will not, however, be eligible for flexi time.

**12. Holiday entitlement:**

The annual holiday year runs from 1st April to 31st March.

For full time employees, holiday entitlement is 25 days on commencement, rising to 26 days after 5 years’ service. Thereafter, employees get an additional day per year up to a maximum of five additional days per year. In addition to Annual holiday, employees are entitled to 8 Statutory Bank or Public Holidays plus any other additional specified National Holidays

Part time members of staff have a pro rata entitlement to Annual Leave and Statutory, Public or National Holidays.

**13. Sick Leave**

Regular and reliable standards of attendance are expected and employees are expected to take all reasonable steps to keep sickness absence to a minimum. Age UK WB rules relating to absence notification and provision of appropriate sick notes must be followed at all times.

There is an organisational Sick Pay scheme which applies after completion of probation. During the probationary period, SSP will be payable, subject to entitlement. Details will be given to the successful candidates on commencement.

**14**. **Termination**

Unless otherwise specified in their Contracts of Employment, once out of their probationary period, employees are required to give 1 months’ notice should they wish to resign their position.

Should Age UK WB wish to terminate employment for any reason other than gross misconduct, employees will be given notice, in accordance with that specified in their contract of employment.

**15. Smoking**

Age UK WB operates a no smoking policy