



Information and Advice Project Worker

Are you someone that likes helping others resolve their problems?

Do people say you're a good listener and not easily flustered?

Are you often asked to look up or relay key information, because you're great at researching and paying attention to the details?

This is a varied, dynamic and rewarding role within a close-knit collaborative team with scope for some flexible working once initial training has been completed.

- **21-30 hours per week**
- **£24,279- 26,990 per annum based on Experience and a Full Time Equivalent role (pro rata dependent on hours)**
- Company pension offered (employer contribution 6%; life assurance; employee assistance programme offering both phone and face to face support; discounts and rewards)

As the successful applicant, you will support the day-to-day delivery of our local service for older people who are approaching Age UK Wiltshire for information, advice and support.

Key activities include advice work (including home visits), casework, quality checking, delivering information and advice to communities across Wiltshire by attending different offices; maintaining information systems and resources; recording all activity and contacts on our data base.

The role will be based at Age UK either our Devizes or Salisbury office. You will be required to work in both locations.

This post is exempt from Rehabilitation of Offenders Act. Appointment will be subject to an enhanced level DBS check and satisfactory references.

For an informal discussion about the role please contact Rachel Clarke on 01380 710410, or rachel.clarke@ageukwiltshire.org.uk.

To apply please complete our application form available from our website

https://www.ageuk.org.uk/wiltshire/about-us/work_for_us/projectworker/

Closing date for applications is 12 noon, Monday 6th May 2025. Interviews will take place week commencing Monday 12th May 2025. Allowances will be made with consideration to availability.