

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.

- **21-35 hours per week**
- **£24,765- £27,532 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 and Age UK Southampton for information, advice and support.

Key activities include advice work (including occasional home visits), casework, quality checking, delivering information and advice to communities across Wiltshire, Swindon and Southampton; supporting volunteers, maintaining information systems and resources; recording all activity and contacts on our data base.

The role will be based at 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.

Previous applicants are very welcome to apply.

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 www.ageukwiltshire.org.uk

Closing date for applications is Friday 29th May. Interviews will take place the week commencing 1st June. Allowances will be made with consideration of availability.