

# I&A Senior Adviser

**35 hours per week**

**£25,568 per annum (pay review pending)**

Company pension offered (employer contribution 6%; life assurance; employee assistance programme offering both phone and face to face support; discounts and rewards

This is a new post within Age UK Southampton.

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

Key activities include advice work (including home visits), casework, quality checking, delivering information and advice to communities throughout Southampton by attending outreach sessions; maintaining information systems and resources; recording all activity and contacts on our CRM (Charitylog).

This role offers opportunities for personal development, alongside the innovation, development and growth of the Information & Advice service.

The role will be based at Age UK Southampton's Padwell Road Day Centre in Southampton.

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 Kate Brooks, on 07931 758401, or at [kate.brooks@ageuksouthampton.org.uk](mailto:kate.brooks@ageuksouthampton.org.uk).

To apply please complete our application form available from our website [www.ageuksouthampton.org.uk](http://www.ageuksouthampton.org.uk).

**Closing date for applications is 12 noon, Friday 27<sup>th</sup> September.**

**Interviews will take place week commencing Monday 30<sup>th</sup> September.  
Allowances will be made with consideration to availability.**