

**Exciting New Job Opportunity**

**Full time 37.5 hours**

**Salary £25,000**

Age UK Bromley & Greenwich are looking to appoint an experienced Information and Advice Specialist Advisor to assist our busy Information and Advice Service. The service offers free, impartial and confidential specialist advice on a wide range of issues to older people, their families and carers.

You will have experience of working in an advice setting, providing specialist advice and guidance. The role will have a focus on providing a holistic assessment, and help co-produce a person centric support plan to undertake practical help and casework. You will have experience of working independently and as part of a team, and have the ability to work accurately whilst handling high volumes of telephone calls in a customer focused environment.

If you have a passion for delivering quality services, we would love to hear from you.

For full details see:   
<http://www.ageuk.org.uk/bromleyandgreenwich/about-us/our-vacancies/>

or contact us on: 020 8315 1850

or email [info@ageukbandg.org.uk](mailto:info@ageukbandg.org.uk)

**Closing date**: Friday 11th December 2020 (midday)

**Interviews**: Friday 18th December 2020

**Please note we do not accept CV submissions. No agencies, thank you.**

Age UK Bromley & Greenwich is the trading name for Age Concern Bromley, registered Charity No. 1060861