

AGE CONCERN BLACKBURN WITH DARWEN

OUTREACH ADVICE DEVELOPMENT CO-ORDINATOR

MAIN TERMS AND CONDITIONS OF SERVICE

SALARY:	£19,463 per annum paid monthly in arrears.
HOURS:	35 per week. Monday - Friday 9.00 am - 5.00 pm. Occasionally, some evening and weekend work may be required for which time may be taken in lieu. There are no overtime payments.
HOLIDAYS:	20 days (4 weeks) per year plus statutory holidays. The organisation provides direct services to the public and therefore in order to ensure adequate cover there is a holiday cover system in operation. Consequently the postholder will be expected to book their holidays in collaboration with other members of the team.
TRAVEL:	No payment is made for travel between home and work. Payment for travel undertaken as part of the duties of the post will be reimbursed.
PENSION:	Age Concern Blackburn with Darwen offers a stakeholder pension scheme.
RESPONSIBLE TO:	Advice and Information Manager
SUPERVISION:	The postholder will be supervised by the Advice and Information Manager
TRAINING:	The post holder will be expected to undertake training relevant to the role.
PROBATION:	Confirmation of the appointment will be subject to the satisfactory completion of a probationary period of six months.
LOCATION:	The base will be 4 King Street, Blackburn. However, you may be required to work on either a temporary or an indefinite basis at any premises which the organisation currently has, or may subsequently acquire, or any premises at which it may from time to time provide services.

The organisation operates a no smoking policy.

July 2008