



Communication & Customer Service
Recording & Monitoring
Planning & Organisation
Specialist Knowledge
Charity Focus
Team Work
Leadership
Quality

Benefits Advisor

Hours: 37 hours per week (job share considered)

Salary: £23,431.54 per annum (pro rata)

Based: Hybrid (home, office & field based)

Tenure: 2 years fixed term with possibility of extension

We have an exciting opportunity for a tenacious, compassionate and empathetic individual to provide welfare benefits advice to people aged 55+ years and over across Nottingham and Nottinghamshire.

The successful candidate will focus on maximising income by completing welfare benefit entitlement checks and providing support to make the relevant claims and challenge decisions where applicable. The candidate will help support a team of volunteers to support with various functions.

The role requires excellent attention to detail, exceptional organisation and communication skills and the ability to accurately maintain comprehensive case notes and produce reports in line with contractual deadlines. The ability to work independently and be flexible to accommodating the changing demands of the service is a must. Previous experience working within the advice or benefits sector is essential.

As an employee of Age UK Nottingham & Nottinghamshire you will be eligible for our attractive package which includes 24 days annual leave (Pro Rata), public holidays, flexible working and a 4% employer contribution pension (in line with auto-enrolment rules).

How to Apply

For full details and to download an application pack, please visit our website at www.ageuk.org.uk/notts/about-us/work-for-us/. Alternatively, please contact our Human Resources department for an application pack by email recruitment@ageuknotts.org.uk or telephone **0115 859 9265**.

The closing date for receipt of completed applications is Tuesday 27th August 2024 at 9am. The vacancy may close early if a high volume of applications are received.

Interviews to be held w/c Monday 2nd September 2024

Age UK Nottingham & Nottinghamshire promotes equality and diversity.

Registered Charity Number: 1067881