

**Postal Address: The Beethoven
Centre**

**Third Avenue
London
W10 4JL**



Tel 020 3004 5610

Email: enquiries@acwestminster.org.uk

Vacancy

Job Title:	Outreach & Activities Support Assistant
Location:	Queens Park, London W10 / Community Venues in City of Westminster
Hours:	21/28 Hours per week, including some evening and weekend work
Remuneration package:	£20,000 - £22,000 (pro-rata/depending on experience) per annum including London Weighting plus up to 5% Pension Contribution.
Annual Leave:	5.6 weeks per annum (pro-rata)
Term:	One Year
Closing date:	01/07/2019
Start date:	ASAP

Age UK Westminster is an independent charity supporting the over 50s in aspects of later life including, loneliness, isolation or poverty, by providing support and vital services to help people accept and adapt to later life and enjoy it.

We are seeking to recruit an Outreach & Activities Support Assistant to join our team to tackle social isolation and loneliness and to provide activity opportunities to older people living in City of Westminster.

Your role will be to support the Outreach & Activities Team Leader with planning and running a programme of activities including digital inclusion, arranging trips to museums and other iconic venues, supporting and accompanying the Team Leader in seeking new venues for activities and networking with other organisations and corporate companies in Westminster.

You will also be responsible for promoting activities in the community. You must be flexible and be able to work some weekends.

Due to the large number of applicants we regret we shall not be able to write personally to applicants who are not short listed. Therefore, if you have not heard from us please presume that on this occasion your application has been unsuccessful.

Age UK Westminster is an equal opportunities employer. We encourage applications from all sections of the community.

If you would like to apply for this vacancy, please email enquiries@ageukwestminster.org.uk for an application pack or for an informal chat please call 020 3 004 5610 between 10am – 2pm.