



Age UK Croydon Home Services Coordinator 35 hours per week

£26,664 Full Time Equivalent

Our organisation

Age UK Croydon exists to make life easier for all older people in the London Borough of Croydon. We provide one point of contact to a wide range of services and aim to help older people live as independently as possible within the community. Age UK Croydon provides a range of Information and Advice services, Healthy Lifestyle opportunities and Home Services to people in later life.

The opportunity

This is an exciting opportunity to help us expand the trading arm of the charity, providing a much needed quality service to vulnerable older people. You will take charge of the Home Services project, reporting directly to the CEO and managing a team of staff and volunteers to ensure its smooth running and growth.

We want to hear from you if you have:

- **A bright positive personality**
- **Self confidence**
- **Entrepreneurial flair**
- **The ability to work in a busy environment**
- **A passion for working with vulnerable older people**
- **Experience of managing staff and/or volunteers**

It is our policy to have a DBS check for all our staff, as we are providing a service to vulnerable members of the community.

For an application pack, or for more information, please contact Executive.Assistant@ageukcroydon.org.uk

Please note that applications *must* be signed and returned to the Brigstock Road office for the attention of Executive Assistant. Signed completed application forms can also be emailed to Executive.Assistant@ageukcroydon.org.uk
CV's **will not** be accepted.

Closing date for applications: 10am on Friday 10th November 2017.

Age UK Croydon is an equal opportunities employer and any discrimination or harassment on the grounds of colour, sex, race, nationality, religion, ethnic origin, sexual orientation, disability, marital status, domestic circumstances, trade union membership/non-membership, or age will not be tolerated.