

Further Information for Job Applicants

Job Title:	Communications and Fundraising Officer
Location:	The charity's head office is currently in Anfield, Liverpool but it is anticipated that this role will involve a mix of remote working alongside some attendance at our offices and sites.
Salary:	£25,000 pro rata fixed term for 2 years
Hours:	17.5 hours per week
Holiday Entitlement:	4 working weeks (plus bank holiday entitlement) and in addition the period between 24 December and 1 January inclusive.
Closing Date:	Monday 25 October 2021
Enquiries:	For an application pack: Phone: 0151 256 2567 or E-mail: jobs@ageconcernliverpool.org.uk For an informal discussion please contact Sandra McCaughley on 0151 256 2565.
Interview Date:	2 November 2021
Application Methods:	The enclosed Application Form must be completed in order to apply for this job, however, a comprehensive cv will be accepted, along with a covering letter. Please ensure that your CV and covering letter adequately explain your suitability for the role as outlined in the job description and person specification.
Submitting Applications:	By e-mail to jobs@ageconcernliverpool.org.uk By post or in person to: HR Age Concern Liverpool & Sefton Anfield Business Centre 58 Breckfield Road South Liverpool L6 5DR

General guidance for completion of the application form

1. Prior to making an application, it is important that you review your strengths and weaknesses to ensure that you are realistic in pursuit of work.
2. We would advise you to read through the application form before you complete it and to prepare a rough draft first.
3. The Person Specification lists the skills and abilities which we are looking for. Applicants are advised to concentrate in their applications on demonstrating how they meet the selection criteria.
4. Target your application – say why your skills and experience are relevant and if you say you have specific experience, try to give detailed examples.
5. Remember the shortlisting panel can only use the information about you that is on the application, they cannot assume what you have done.
6. Be concise; don't attach too much information which may not be relevant, although an extra page of well-targeted information is acceptable.
7. Complete the form in black or dark ink, and if requested comply with any other instructions.
8. Make sure your form is legible; you may submit a word-processed application if you wish.



Further information

Asylum & Immigration

Age Concern Liverpool & Sefton will comply with the Asylum and Immigration Act 1996, and will require all employees to provide documentary evidence of their legal right to work in this country prior to commencing work.

Diversity and equality

Age Concern Liverpool & Sefton is committed to equal opportunities; we want our staff to reflect the diversity of our customer base. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, colour, disability, gender, gender identity, marital or civil partnership status, nationality, race or ethnic origin, religion or belief or sexual orientation.

Age Concern Liverpool & Sefton aims to achieve equality of opportunity in the recruitment process. Please help us to do so by completing and returning the equal opportunities monitoring form with your application. This information will only be used for monitoring purposes and will not be available to the interview panel.

Interviews

Should you be invited to interview, and you have a disability which may require us to make reasonable adjustments for this, please let us know how we can assist you.

Offers of work

Any offer of work will be made subject to the receipt of two references, which are considered satisfactory by Age Concern Liverpool & Sefton. Factual details such as dates of appointment, sickness records and disciplinary warnings will be checked during this stage of recruitment. In submitting your application you are giving your permission for references to be taken up.

Offers of work may also be subject to an enhanced or standard DBS (Disclosure and Barring Service) disclosure (depending on the position) and where appropriate a medical check/self declaration. Age Concern Liverpool & Sefton has a policy on the recruitment of ex-offenders and will not automatically disqualify any applicant on the basis of an information disclosure. However, the offer of work may be withdrawn where convictions which are not disclosed on the application form subsequently come to light through a DBS disclosure. All newly appointed workers are required to serve a probationary period of 6 months, during which time their progress is monitored and suitability for the role is assessed.