

WORKING FOR AGE CONCERN OXFORDSHIRE

Age Concern Oxfordshire is the leading voluntary organisation in Oxfordshire working with and for older people and their carers. We employ over 110 paid members of staff and more than 500 volunteers around the county to achieve our aim of "making a difference" for older people.

Our staff and volunteers enable us to do the work we do and we value each one highly.

We believe that we establish a professional working environment that supports and protects our staff, volunteers and clients while being a friendly and flexible place to work. All staff have regular meetings with their line managers and an annual review and objective setting meeting.

We have a strong commitment to staff training and development and we have Investors in People accreditation.

Salaries

We offer competitive salaries. Our salary scales are incremental and subject to an annual review.

Pension

We offer 10% pension contribution to the Age Concern Pension Scheme subject to a minimum 3% contribution from the member of staff. Age Concern Oxfordshire also pay the admin fees associated with the scheme (approximates to another 2% in contributions).

Holidays

Holiday entitlement is 25 days a year. Entitlement rises to 30 days after 5 years in post. Staff are also entitled to bank holidays. These allowances are on a pro-rata basis for part-time staff.

Flexible working

We have staff who work part time and full time and, where appropriate, job share. We are happy to talk about flexibility in hours.

Childcare Vouchers

We operate a salary sacrifice scheme where salary payments can be made direct to registered childcare providers – further details are available on request.

Health Care “cash back” Plan

All staff are entered (within their first month of joining Age Concern Oxfordshire) to our health care cash back plan. This plan allows you to reclaim the cost of dental, medical, optical and some other treatments (up to specific limits) on your health care expenses. The plan is operated by Health Sure and further details are available on request.

Equality of opportunity

We are committed to being an Equal Opportunities employer and Age Concern Oxfordshire welcomes diversity in our workplace.

Work permits

Age Concern Oxfordshire is unable to employ anyone who does not have the right to work in the UK. We are also unable to apply for work permits for individual jobs until all UK and European Economic Area employment sources have been exhausted. Further information is available on the UK Government website: www.workingintheuk.gov.uk

Further Information

For further information please visit our website where information on all our current vacancies is held or contact Simon Bolton, Director of Personnel on 01235 849422