**Pension Benefits Assistant – Member Services**

**Employer:** Greater Manchester Pension Fund - Tameside MBC

**Location:** Guardsman Tony Downes House, Droylsden

**Working Pattern:** Full Time, but flexible arrangements may be possible

**Working Hours:** 36 hours per week

**Contract Type:** Fixed term to end Sept 2024

**Salary: Grade D - £24,294 -£25,545**

**About GMPF**

The Greater Manchester Pension Fund (GMPF) is a regional pension fund that administers the Local Government Pension Scheme (LGPS). It is run by Tameside MBC and is based in Droylsden.

GMPF is one of the largest pension funds in the country and is the largest LGPS fund in the UK. We have over 414,000 members, over 600 employers and last year paid out over £880 million in benefits. 150 employees currently work within the Administration section of the Fund.

**Benefits of working at GMPF**

GMPF is a great place to work, and we have lots to offer our employees:

* Most roles are currently hybrid working with the option to work from home or in the office, though you may be asked to come into the office on certain days.
* Modern open plan offices in Droylsden with on-site parking, excellent public transport links and close to the M60.
* We offer flexible working for most posts.
* Automatic enrolment into the Local Government Pension Scheme with generous benefits and life cover.
* 26 days annual leave plus bank holidays.
* On-going training & development with career progression opportunities.
* Employee rewards & benefits scheme which includes discounts on gym memberships, cycle to work scheme, and health & wellbeing offers.

**Be part of the Member Services Section**

We are looking for enthusiastic and customer focused individuals to join our Member Services section on a fixed term basis.

Key tasks involve assisting with the calculating of pension benefits for members, updating member records, keeping members informed about their benefits and providing information to them about any choices they have.

You will be required to work closely with your Team Manager and colleagues to deliver an excellent and professional service to all our members. You will need to work well with other people and independently, be able to manage your time effectively, work to deadlines and have good IT skills.

Full training on the LGPS and any other relevant legislation will be given.

**The application process**

The application process will involve both an interview and a task. More details about this will be provided if your application is successful.

It is important that you clearly demonstrate in the ‘Knowledge and Experience‘ section of the application form how you meet the essential criteria outlined in the Person Specification.

Please visit our website careers page for guidance on how to complete the application form for this role <https://www.gmpf.org.uk/about/careers-and-current-vacancies>

There are 3 full-time roles available. Applications for part-time working may be considered.

For more information about GMPF in general please see our website at [www.gmpf.org.uk](http://www.gmpf.org.uk).

For an informal discussion about the role, please contact Lauran Quigley Pension Benefits Section Manager on 0161 301 7120.

**Ref:**

**Closing date: 16th May 2024**

**Interview Date: W/C 3rd June 2024**