



Administration Officer

(Carers Together Wiltshire & Business Support)

35 Hours a week. Salary: £ 21,840 per annum. Company pension offered. Employer contribution 6%.

We are looking for an Administration Officer to join the Age UK Wiltshire team. The Administration Officer will work as part of the Carers Together Wiltshire (CTW) Team and the Age UK Wiltshire Business Support Team, to provide administrative and secretarial support to the organisation, including its staff, volunteers and trustees, across Wiltshire and Swindon.

The Carers Together Wiltshire team are responsible for supporting unpaid carers to achieve a healthy balance between their caring responsibilities and their own interests and wellbeing. The Business Support team are responsible for the range of support and services that are required to maintain the day-to-day operations of the offices, staff and volunteers of Age UK Wiltshire (AUKW).

You will be a part of a vibrant team of individuals dedicated to making a difference for those experiencing later life and providing unpaid care across Wiltshire.

This post is subject to the Rehabilitation of Offenders Act. Appointment will be subject to satisfactory references.

For informal discussion about the role please contact the recruitment team by email: recruitment@ageukwiltshire.org.uk. To apply: Complete our online application form at www.ageukwiltshire.org.uk, 'Work with us'. The closing date for applications is 9am on Monday 12 August 2024.