



REGISTERED CHARITY NUMBER 1165856

Administrator Hospital Discharge & Admission Avoidance Support Service (HDAAS)

Age UK Cambridgeshire and Peterborough are an independent charitable organisation which exists to improve the quality of life for older people across the County.

The Hospital Discharge and Admission Avoidance Support Service is focused on supporting hospital discharges and patient recovery at home to reduce the need for readmissions and use of emergency services. We offer community based holistic and flexible wrap around support for older people in vulnerable situations.

We are looking for an administrator to join our team and provide admin and telephone support to the HDAAS team. The successful applicant will need to be confident in the use of databases and accurate record keeping.

25 hours per week

This post is based at the South Fens Business Centre, Chatteris
Salary £11,908 PA

Closing date for applications: Sunday 23rd January
Interviews: Friday 28th January

The successful candidate will be required to undertake Disclosure and Barring Service check at a BASIC level.

**For an application pack or more information please contact:
Marcia Short**

E-mail: recruitment@ageukcap.org.uk