



Bereavement Support Service Administrator

You will be working from one of the Age Cymru Dyfed Offices, as well as being home based.

Salary: AS1 (1) £22,386 FTE - £8,954.40 Actual

Hours: 14hrs per week

We are looking to recruit an Administrator to provide administrative support to our Age Cymru Dyfed's Bereavement Support Officer. The successful candidate will be the first point of telephone contact for the project and will write up calls and liaise with the Bereavement Support Officer via email, so the team can provide the relevant information to reduce initial crisis

Please email: recruitment@agecymrudyfed.org.uk for more information.

Closing date: There is no formal closing date. Applications will be reviewed as received until the position is filled. If you are interested, please therefore apply as soon as possible.

Interviews: To be confirmed via Microsoft Teams

This is a fixed term contract funded initially until December 31st 2026 and subject to review and further funding thereafter.