

January 2026

**Job Role – Bereavement Support Service Administrator**

We are delighted that you have shown an interest in applying for this post with Age Cymru Dyfed.

This is a fantastic opportunity to join our organisation, and be part of its team of committed individuals, delivering services and support for older people. This is an exciting time for the charity as it has expanded its reach across 3 counties in West Wales.

Along with your CV, could you please complete the application form and provide a covering letter. Any applications received that have not completed the form will be disregarded.

Accompanying this covering letter is the following:

- Application form
- Equal Opportunities monitoring form
- Job application pack
- Job advert

Could you please return your documents promptly as we will be appointing as soon as a suitable candidate is found.

All documents should be sent to [recruitment@agecymrudyfed.org.uk](mailto:recruitment@agecymrudyfed.org.uk)

Yours faithfully,

*Joanne Westlake*

ACD Head of Operations