



## **Position: Central Services Manager**

### **The Organisation**

Age UK Enfield (AUKE) is a local charity, delivering a range of vital services for older people, across a diverse north London borough. We are an independent charity, whose governance, management and direction is overseen by a board of trustees. As a brand partner, and network member of Age UK (National), our mission is to improve the lives of older people ensuring they are valued, active, connected and empowered to live the life they choose.

We are a vibrant and evolving organisation and are looking for an exceptional candidate to come on board, taking on the new role of Central Services Manager.

### **Working With Us**

At Age UK Enfield you will make a difference to people's lives from the moment you start. As a valued member of the Age UK Enfield team, you will become part of a dedicated and professional group of people who care and work together to deliver our services. In all our people discussions, we take pride in being inclusive and people centred, creative and kind.

We are committed to providing an environment in which you can grow and will provide training and development opportunities as well as the benefits listed below.

### **Purpose of the Role**

This is an exciting opportunity to join a dynamic team and contribute to the work of AUKE. As Central Services Manager, you will provide office, administration and systems management support to the senior, and wider, management group. You will lead the office services function and be responsible for our central office base, including responsibility for health and safety.

The successful candidate will be an experienced administration/office manager with a focus on delivering high quality customer service. You will be passionate about finding new ways to maximise the potential of AUKE's central office.

### **Hours**

Full-time - 35 hours per week.

### **Location**

Hybrid working arrangements apply to this post however a minimum of three days per week will be on site. Occasional evening work will also be required.

### **Remuneration and benefits**

**Salary range** - £31,000 - £35,500

**Pension** – Auto-enrolment scheme with 3% employer contribution, minimum 5% employee contribution from start of employment

**Holidays** – 25 days per annum plus Public Holidays

**Sick Pay** – After probationary period, 20 days full pay and 20 days half pay within any 12 month rolling period. Within probationary period - SSP only.

**Simply Health** – AUKE has an employee benefits policy with Simply Health, which employees can join after the probationary period.

**Appointment** – is subject to receipt of satisfactory references and DBS check, and a six month probationary period.

**Candidates must have the right to work in the UK.**

### **Diversity, Equity and Inclusion**

We are a welcoming, diverse, and inclusive organisation. AUKE thrives when everyone feels comfortable bringing their best self to work. We celebrate difference, whilst striving to create an environment where colleagues feel respected and valued. We are committed to our values on equity, diversity, and inclusion.

**Age UK Enfield is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our community.**

### **HOW TO APPLY**

Please apply by emailing a copy of your CV together with a statement of how your skills and experience (word document please) match the requirements of the job description and person specification. **Email address:** [peter.glass@ageukenfield.org.uk](mailto:peter.glass@ageukenfield.org.uk)

[If you would like additional information, or clarification, about the role please email use the email address above.](#)

**The closing date for receipt of applications is 23<sup>rd</sup> June.**

**Shortlisted candidates will be notified after 29<sup>th</sup> June.**

**Interviews will be held W/C 3<sup>rd</sup> July**

We look forward to receiving your application

No agencies please