

Home Support Administrator - Job Advert

Age UK Herefordshire & Worcestershire are an independent, local charity and brand partner of Age UK, working in the two counties and striving to make Herefordshire and Worcestershire a great place to grow older.

Are you **passionate** about **helping to improve the quality of life for older people** and would like to help us to **promote choice, opportunity and independence** in your new role?

Location: Malvern Gate, Bromwich Road, Worcester, WR2 4BN

Responsible to: Home Support Manager

Salary: £18,618. FTE: £15,096 Pro Rata.

Hours: 30 hours

Plus, additional benefits of 5.6 weeks holiday (pro rata), pension and optional healthcare scheme.

Do you have good customer service skills and a good eye for detail, along with the ability to use databases and be a team player?

Age UK Herefordshire & Worcestershire is a registered charity that aims to promote the welfare of older people living in the two counties. Our aim is to improve the quality of life of older people by providing a variety of practical support services.

The HSS Administrator provides administrative support to the Home Support Service including invoicing, CRM database management (Charitylog), maintain up-to-date HSS Support Workers details and availability, acting as initial point of contact for existing customer queries to ensure a professional, efficient and customer focused service. Manage accurate data inputting and support provision of relevant data analysis and information for service reports.

How to apply: Visit our [website](#) to download an application from and send to jobs@ageukhw.org.uk Alternatively you can phone 0800 008 6077 or email jobs@ageukhw.org.uk for more information

Closing date: 4th December 2020 Midday.

Interview date: TBC