Are you passionate about helping older people?

Did you know that there are 48,900 people aged 65 or over in Rotherham and that around 61% of them have a limiting long term illness or disability?

Come and lend a hand! This role is a good opportunity to use some old admin skills or develop some new ones.

Age UK Rotherham is a registered charity, seeking to promote and improve the well-being of all older people and their carers in Rotherham. EngAge Rotherham project aims to listen, to respond and to support older people to be involved with others by helping them to stay safe, stop them from being lonely and isolated, stay independent, be healthy and have regular contact with other people.

EngAge has several projects that the EngAge Admin Helper will be supporting including Safe and Well project, Community Connectors and our Affiliated Groups.

**What will I be doing?**

- Answering and making telephone calls
- Producing and helping to hand out leaflets
- Inputting data, photocopying and scanning
- Processing paperwork and recording information
- Equipment stock checks
- Producing resources and quizzes for groups and events
- Visiting and helping out at groups
- Supporting the organisation and delivery of events or fundraising
- Attending all relevant induction and training

**What skills do I need?**

- Well organised, reliability, punctual and trustworthy
- Friendly, flexible and supportive individual who has the ability to work with other volunteers and staff as part of a team
- Good communication skills in dealing with members of the public
- Good ICT, literacy and numeracy skills
- Willing to undertake relevant training
- Enthusiasm and an interest in helping to older people

<table>
<thead>
<tr>
<th>Role title:</th>
<th>EngAge Admin Helper</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>EngAge Rotherham Support and Development Worker</td>
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<tr>
<td>Hours:</td>
<td>To be arranged with the Manager to suit your schedule</td>
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<tr>
<td>Days:</td>
<td>Hours will be between Monday and Friday 9am – 5pm (4.30pm close on Fridays)</td>
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<tr>
<td>Location:</td>
<td>This role is based at: Age UK Rotherham, Galax Building, Eastwood Trading Estate, Fitzwilliam Road, Rotherham S65 1SL but may involve some work in the community</td>
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