

Do you enjoy talking to people? Are you well organised?
Are you confident with IT?

If so, then you might be a good match for **one of the best jobs in Somerset!**

Volunteering and Communications Administrator

Salary: £23,918 per annum, pro-rata (£14,351 actual pa)

Hours: 21 hours per week, working pattern to be agreed

Contract: Permanent

Location: Taunton

Closing Date: Apply now

Interviews: To be confirmed

Why is it one of the best?

Part time! Only 21 hours per week!

People! You will be working with the loveliest, kindest, most caring people (our Volunteers) to enable them to go out in their local communities in their various roles and improve the lives of local older people.

Variety! No two days will be the same except that in this key role you should be able to go home having had an interesting day and feeling good knowing that you've made a real positive difference in the world.

More people! We are the largest charity for older people in Somerset. As both the Volunteering and Communications Administrator you will have a central role in the organisation and through working alongside our friendly and supportive team of staff you will be very much in the loop of all the charity's activities.

Every day is a school day! You will be discovering new things all the time, whether that is through testing new tech, researching local attractions or hearing our older clients' interesting stories while chatting on the phone.

The majority of your time will be spent on the important task of the recruitment and support of Volunteers, but you will also have the opportunity through the Communications side of the role to help us reach the older people who need us the most.

For more information and how to apply

Go to Get Involved/Work with us at www.ageuk.org.uk/somerset for the application pack.

If you'd like to have an informal chat about the role before applying please email volunteers@ageuksomerset.org.uk

There is no formal deadline and we will be reviewing applications as they are received.

Age UK Somerset is striving to be an equal opportunities employer and welcomes applications from all sectors of the community.