



Age UK Somerset
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June 2026

Thank you for your interest in the post of Administration Officer – Advice and Support (full-time fixed term contract) with Age UK Somerset. You will find the following documents on our website which, together with this letter, form the application pack for this post:

1. Application Form (*for completion and return, preferably online, by email or by post*)
2. Equal Opportunities Monitoring Information Form (*completion is voluntary*)
3. Job advertisement
4. Job Description/Person Specification
5. Privacy Notice for Job Applicants
6. Policy on recruitment of ex-offenders

In completing your application, please ensure that you demonstrate the extent to which you have the necessary training, experience, knowledge and skills for this post.

Please note CVs will not be accepted. Completed applications may be submitted electronically or in paper format, marked as 'Recruitment – Private & Confidential'. The online application form cannot be saved, so please be prepared to submit when you begin the online form.

The deadline for applications is Tuesday 30th June. Interviews will take place on Thursday 9th July.

If you have not been contacted and invited to attend an interview, please assume that you have been unsuccessful on this occasion. This helps us to reduce our administration costs and we can then devote our funds to services for our clients.

We thank you for your interest in Age UK Somerset and look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'A. Jordan'.

Recruitment
Age UK Somerset