



J O B V A C A N C Y

Administration Assistant Living Well Link Service

1 Year Fixed Term Contract

22 hours per week, £16,216 pro rata per annum

The Age UK Sunderland Living Well Link service is a well-established part of the Community Integrated Locality Teams who work across the City of Sunderland to provide care and support to vulnerable local people who need it most.

We are looking for a motivated individual who can work on their own and as part of a team to provide administrative support. The ideal candidate will be used to being flexible, have excellent communication skills and have experience of working to tight deadlines in a confidential environment. Comprehensive knowledge of data bases, inputting accurate information and extraction of information for analysis. Experience of excel and converting data into charts and tables is essential.

This post is subject to DBS Enhanced Disclosures

To request an application pack you can email enquiries@ageuksunderland.org.uk or download one directly from our website www.ageuksunderland.org.uk. Alternatively send a large SAE for 93p to Age UK Sunderland, Bradbury Centre, Stockton Rd, Sunderland. SR2 7AQ. Tel: 0191 5141131. **CV's are not accepted for this role.**

Closing Date: Monday 13th December 2021 at 9.00 am

Interview Date: Wednesday 15th December 2021

*Age UK Sunderland is an Equal Opportunities Employer
Reg. Charity No. 1086995. Reg. Co. No. 4199449*



Reg. No. 88Q10781