



## J O B   V A C A N C Y

### **Essence Service Administration Assistant**

**2 Year Fixed Term Contract  
(with the possibility of an extension)**

**30 hours per week, £19,047.60 per annum**

We require an experienced Administration Assistant to work as part of a team providing a high quality and effective reception and administrative support within the Essence Service, promoting excellent customer service and effective working relationships.

A good standard of education and sound understanding of data protection and GDPR is required with a willingness to undergo further training and development. The successful candidate must be self-motivated and the ability to work without constant supervision and as part of a team. The successful candidate will also have an understanding and empathy of the needs and aspirations of older people. Experience of supporting people living with dementia and their carers is desirable.

***This post is subject to DBS Enhanced Disclosure.***

To request an application pack you can email [enquiries@ageuksunderland.org.uk](mailto:enquiries@ageuksunderland.org.uk) or download one directly from our website <https://www.ageuk.org.uk/sunderland/get-involved/vacancies/> . 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: Friday 4<sup>th</sup> July 2025  
Interview date: Monday 14<sup>th</sup> July 2025**

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



Reg. No. 88Q10781