



## J O B   V A C A N C Y

### Lifestyle Administration Assistant

10 hrs per week

1 year Fixed Term Contract (with a possibility of an extension)

**£20,820.80 pro rata per annum plus pension and excellent holidays**

Our Lifestyle programme delivers a much needed service to the older people of Sunderland who require support and assistance to live an independent life. The Lifestyle Administration Assistant will deliver high quality administrative support to this service.

The ideal candidate will have excellent IT skills, experience of data input and databases, with a good attention to detail and a flexible, positive approach to their work. They will be highly organised and able to work in a busy office environment.

**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 [www.ageuksunderland.org.uk](http://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.**

Age UK Sunderland is an Equal opportunities Employer

Registered Charity 1086995

**Closing date: Friday 5<sup>th</sup> April 2024 at 9.00 am**

**Interview date: Friday 19<sup>th</sup> April 2024 PM**

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



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