****

**Age UK Teesside is an established local charity driven by the needs and aspirations of people in later life working to promote the health and well-being of older people. We currently have a vacancy for:**

**Projects Administration Co-ordinator**

 **Full time 37 hours per week**

 **Permanent Position**

 **Salary: £19,000 per annum**

This is an exciting opportunity for a highly experienced administrator to join Age UK Teesside as it expands its services for older people across the four Boroughs of Hartlepool, Stockton-on-Tees, Middlesbrough and Redcar & Cleveland.

Based at our Head office in Middlesbrough, this person will have a proven track record of delivering accurate written information and will be responsible for working alongside project staff and senior management to provide up to date analysis and reports on all of our services.

**Key Responsibilities would include:**

* Working alongside all key project staff to ensure the following:
	+ Keeping up to date information on all of the Age UK Teesside projects
	+ Report writing for each project funder
	+ Meeting deadlines for reports for all project funders
	+ Running reports
	+ Reporting to Senior Management Team
	+ Attend meetings with external funders (when required)

**Requirements:**

* Mature, positive, can-do attitude
* Excellent attention to detail.
* High standard of MS Office proficiency, primarily MS Word and Excel
* Ability to prioritise and manage/plan own work load
* Ability to converse with all people in the team and across departments.
* Excellent Written skills
* Excellent Communication skills
* Forward thinker
* **Closing Date for applications: Friday 27th October 2017**
* **Interviews will take place week commencing 30th October 2017**
* For an application form please visit [www.ageukteesside.org.uk](http://www.ageukteesside.org.uk) or email anne.sykes@ageukteesside.org.uk
* These posts are subject to DBS Enhanced Disclosure
* CVs will not be accepted
* *Age UK Teesside is an Equal Opportunities Employer*
* *Reg. Charity No. 702714. Reg. Co. No. 2152353*
* **www.ageukteesside.org.uk**