



Volunteer Coordinator & HR Administrator

Full time (35hrs)

Salary: £28,000 per annum

Company pension offered.

Age UK Wiltshire is looking for a Volunteer Coordinator & HR Administrator to join our team. The Volunteer Coordinator & HR Administrator plays a key role in the delivery of high-quality HR administrative support while coordinating a valued network of volunteers, ensuring positive experiences for all involved and supporting the charity's mission.

You will be a part of a vibrant team of individuals dedicated to making a difference for older people and Carers across Wiltshire.

Our Volunteer Coordinator & HR Administrator Job Description contains further information about, the Role, Key Responsibilities and Person Specification.

This post is subject to the Rehabilitation of Offenders Act. Appointment will be subject to satisfactory references.

For informal discussion about the role please contact the line manager by email: **kirsten.kerr@ageukwiltshire.org.uk**.

To apply: [Complete our online application form](#) within the 'Work with us' section of our website. **The closing date for applications is 9am on Monday 17th August 2026.**