

Wellbeing Checks with Meals Admin Support
22.5hrs per week
Salary: £15,502 (FTE £25,837) per annum

This is an opportunity to join our Wellbeing Checks with Meals team to provide a range of office administrative support and enable the delivery of this vital service.

The Wellbeing Checks with Meals team are responsible for processing customer orders, delivering heated meals to customer homes and engaging with older customers who may have age-related health conditions.

This post is subject to the Rehabilitation of Offenders Act. Appointment will be subject to a Basic DBS check and satisfactory references.

For an informal discussion about the role please contact Oliver Moody by email to oliver.moody@ageukwiltshire.org.uk. Please contact the recruitment team directly by email recruitment@ageukwiltshire.org.uk should you have any further questions.

Visit our website and read the job pack for full details about this role.
To apply, please complete our online application form.
www.ageukwiltshire.org.uk

The closing date for applications is 9am on Monday 24th August 2026