



JOB TITLE: Central Services Administrator
HOURS: Part-Time Monday to Friday 20 hours per week (times negotiable)
CONTRACT TYPE: PERMANENT
LOCATION: AYLSHAM
SALARY: FTE £16,966 – £18,016 pro-rata (depending on skills and experience)

Aylsham & District Care Trust is a registered charity, founded in 1985. We are a community that proudly cares for itself. Our mission is to improve the health and wellbeing of our community by connecting people with each other and with the support they need to live well.

We are seeking a dedicated individual to join our Central Services Team, based at our Centre in Aylsham.

The main focus of the role is to provide support to the Central Services Manager with the development of strong administrative processes which will enable our connecting and caring services to flourish and grow. A key element of the role will be to help develop and maintain efficient electronic systems. You will provide administration for volunteer management, organizing lunch clubs and cover reception for the busy lunchtime period.

Along with skills and experience in administration, the ideal candidate needs to be an instantly warm and engaging person, who will enjoy the opportunity of meeting and welcoming a wide range of people to the ACT Centre. You will also be creative and enthusiastic in the development of administrative process with a flair for electronic systems.

How to apply

To receive an application process pack, please visit our website at aylshamcaretrust.co.uk or contact Alison Wright at reception@aylshamcaretrust.com Only applications using our application form will be considered – CV's on their own will not be accepted.

For an informal discussion to see if this role is right for you please contact jane@aylshamcaretrust.com

Closing Date – Wednesday 18th September 2019 at noon