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##### Administration Support

**SALARY: £18,525 - £21,600\* per annum pro rata**

*(\*dependent on individual’s skills)*

**HOURS: 24 per week available (flexible)**

**HOLIDAY ENTITLEMENT: 27 days (pro rata) plus statutory bank holidays**

**PENSION: 3%**

**LENGTH OF CONTRACT: Until 31st March 2022**

**BASED AT: Llandrindod Wells Office**

* **Are you passionate about people and giving every person an excellent experience of support?**
* **Do you have an eye for detail** **and love getting things done to a high standard?**
* **Do you have experience of administration?**
* **Are you able to deal with multiple tasks and prioritise workloads effectively?**

If you answered yes to the above, then you have an exciting opportunity to work within our passionate and committed Central Support team and be:

* An efficient and effective source of administration support.
* An excellent first point of contact with Credu for Carers and others.

**Credu’s purpose is to empower all young and adult Carers to enjoy a good quality of life and sense of wellbeing.**

We are a charity which gives enabling, person-centered support to Young Carers and Adult Carers throughout Powys, Adult Carers in Ceredigion and Young Carers throughout Wrexham, Conwy & Denbighshire.

You can read the job description, person specification and application form at <https://www.carers.cymru/credugetinvolved>

**Deadline for applications is 9am on Tuesday 7th December, 2021 to** **hr@credu.cymru**

***Interviews provisionally scheduled to take place in week beginning 13th December, 2021.***