



A Network Partner of
CARERS TRUST

Benhill House, 1st Floor
12-14 Benhill Avenue
Sutton, Surrey, SM1 4DA
Tel: 020 8296 5611 |

Email: recruitment@suttoncarerscentre.org | Twitter: [@SuttonCarers](https://twitter.com/SuttonCarers)
Web: www.suttoncarerscentre.org | Facebook: [@SuttonCarersCentre](https://www.facebook.com/SuttonCarersCentre)

Centre Administrator

£28,000 p/a + cost-of-living increase (pending), full-time 35 hours per week, plus excellent benefits and opportunities for progression

Did you know that there may be over 20,000 Sutton residents who care, unpaid, for a family member or friend who is sick or disabled due to a physical, mental health or substance misuse issue? Sutton Carers Centre works in partnership to help improve and maintain the quality of life for these Young and Adult Carers living, working, studying or caring in the London Borough of Sutton.

We are looking to recruit to a key and rewarding role in our charity. The members of our team are highly skilled, passionate and committed, so we are looking for an experienced administrator who can support them. The successful candidate will be skilled in office administrative functions, to ensure the delivery of an efficient, friendly and smooth-running Centre as well as office co-ordination and support services. The post-holder will have experience of developing, maintaining and improving systems in an office environment. The post-holder will also oversee reception functions, including the support of the administration and reception volunteers.

You also will have excellent IT, literacy and numeracy skills and be able to express yourself well in person and in writing. The successful candidate will be positive, empathic, creative and boundaried in their ability to work alongside Carers as well as our colleagues and partners, in helping Carers maintain their own health and wellbeing alongside their caring roles.

Sutton Carers Centre is committed to safeguarding and promoting the welfare of adults and children and expects all staff to share this commitment. This post is subject to a satisfactory enhanced DBS and other appropriate checks.

We value the diversity of our teams and are looking for talented people from all backgrounds to join us. We particularly encourage people who are black, from other minoritised ethnic or refugee groups, or from LGBTQ+ communities to apply. Men are currently under-represented in our team as well. We also seek applicants with personal caring experience as well as welcoming applications from people with lived experience of mental health issues.



Sutton Carers Centre is a company Limited by Guarantee with Charitable Status Registered Company Number 3353573, Registered Charity Number 1062302.



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Closing Date for applications: Wednesday, 6th November 2024 at midday.

For more information, please contact Jessica Appleby, Business and Board Support Manager, on 020 8296 5611 or email jessica@suttoncarerscentre.org.

To download an application pack, please visit our website

<https://www.suttoncarerscentre.org/work-with-us> or XXXX

Interviews will include a written, IT test and be held in person at Sutton Carers Centre.

