



Tier 1 Administrator

Post Reference PR119

Hours:	25hrs per week (9:00 – 14:00 or 10:00 – 15:00)
Salary:	£22,438 to £22,847 (Actual for 25hrs £16,027 to £16,319).
Contract:	Permanent
Location:	Carers Leeds Office, Leeds City Centre
Closing date:	Sunday 3 rd December 2023
Interview date:	Monday 11 th December 2023

Vision

Our vision at Carers Leeds is that all unpaid carers in our city are recognised, valued and supported to live a fulfilling life.

Mission

Carers Leeds wants to improve the lives of unpaid carers across the city. We provide information, advice and support to unpaid adult and parent carers in Leeds. We aim to influence others to act and create positive change for unpaid carers.

About us

3 in 5 of us will provide unpaid care at some point in our lives. Carers Leeds believes all care counts.

What is an unpaid carer?

An unpaid carer is someone who provides help and support to a family member, friend or neighbour who couldn't manage without their help. This could be due to illness, disability, mental health problems or substance misuse.

What we do

Established in 1996, Carers Leeds is a charity that provides information, advice and support to unpaid adult and parent carers across our city. This includes our Advice Line, carers support groups, one to one support and support in hospitals. Some of our services are universal – open to all carers – and some are targeted at specific groups of carers. Our services are provided to communities throughout Leeds.

We work in partnership with others to deliver our service and to influence them to act to benefit unpaid carers. This involves those working in health and social care and employers.

Brief Role Description:

Carers Leeds Tier 1 services consist of our Advice and Support service and our triage (screening) process undertaken following a referral to Carers. This role will provide administrative support to the Tier 1 services.

This new and exciting role has been created to provide all administrative support to our Tier 1 services. We are seeking someone who has demonstrable administration experience with a working knowledge of IT packages such as Microsoft Office and databases. You will be responsible for several administrative tasks including the use of our database Charity Log to ensure any requests by our Carer Support Workers are followed up. You will play an integral role by being a first point of contact for visitors and those seeking advice or support.

Excellent terms and conditions including:

- 25 days annual leave plus bank holidays (pro rata for part-time)
- Flexitime

To Apply please visit <http://www.carersleeds.org.uk/vacancies>

Please submit online applications only. (No Agencies / CVs will not be accepted)

Carers Leeds celebrates diversity and strive to be an equal, diverse, and inclusive organisation, we welcome applications from all sections of the community. Groups currently under-represented in our workforce are from ethnic minorities, people with disabilities, younger and older workers, men, and transgender people.

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