



Administrator

(Post Reference: PR127)

Hours: 12 hours (over 2 days a week)
Salary: SCP5 £23,500 (Actual £8,057)
Contract: 12 Months (possibility of extension)
Location: Carers Leeds Office

Closing date: 9th June 2024
Interview date: 18TH June 2024

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 administer grant initiatives for unpaid carers to allow them to take a break from their caring role. The postholder will be required to support the Administration Team in processing grant applications under the direction of the Administrative Coordinator. You will be required to use a number of systems including Office 365, Microsoft Office and our Charity Log database. You will be part of the administration and reception service so you will also be dealing with general queries face to face and over the phone. You will also be required to support the team with general admin duties where required.

Key Duties and Responsibilities:

- Process grant applications and supporting professional statements using Outlook, OneDrive, Excel, and Charity Log database.
- To check for eligibility and liaise with carers regarding any queries.
- To chase carers for outstanding information and follow up on actions using Charity Log
- Upload applications onto the Charity Log database and OneDrive.
- To liaise with carers by email and over the phone regarding the status of applications.
- To support carers completing applications over the phone
- To liaise with carers regarding grant payments
- To check the accuracy and process receipts whilst following up on any queries or outstanding documentation.
- Support a busy reception by dealing with telephone and face to face queries.
- Support the Administrative Coordinator with any other ad-hoc grants.

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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