



Executive, Support Programmes & QA, Network Support

Starting salary: £9,276 per annum (Pro rata of £21,644), plus £216 home working allowance. Experienced salary after 18 months in post £9,740 per annum (Pro rata of £22,725), subject to performance review.

Contract: Permanent

15 hours a week

Location: Home Based (Yorkshire or North West England)

Do you take pride in being a really great administrator, able to work on your own initiative and take responsibility for getting things done on time? Can you handle being busy, juggling competing priorities and timetables? Have you got the experience to develop great working rapport with people? Do you also work well as part of a close knit team?

Then we want to hear from you! You may be a carer, someone needing to juggle work and care. We can offer part-time flexible working, home based from your home office with occasional travel, and a really stimulating role in a great team.

Carers Trust's Programmes & QA Team is a small team, currently of 4, all home based. We are now recruiting a part-time Exec who can deliver the support needed as well as develop the role. We'll keep you busy, working on many different projects and working with many different people from all levels of Carers Trust, our network and external high level Consultants.

To be successful you will already have

- experience of providing quality administrative and executive support to senior staff
- experience of organising meetings and events
- knowledge to be able to monitor financial information, create spreadsheets and maintain financial systems
- experience of relationship management and managing reputational risk. You will have really good interpersonal skills, and a friendly and professional manner.

Some of your job will be routine – about managing important key tasks that keep the team running and able to support our network colleagues, and as with any charity, keeping costs down. An eye for details is essential. There will be opportunity to develop the role, in particular around monitoring the CQC status of our network, developing sources for our community profile tool.

Carers Trust is the largest UK wide charity for the nation's 7 million unpaid carers. Together with 170 Network Partners, we provide support, information, advice and services for children, young people and adults caring, unpaid, for a family member or

friend. The number of carers is a growing issue, with 3 in 5 of us likely to become a carer at some point in our lifetime. Carers save the UK economy over £119bn every year and act as a main support to our stretched health and social care systems.

An application pack can be downloaded from www.carers.org . If you are having problems downloading the recruitment pack you can request one via email at recruitment@carers.org or telephone 0844 800 4361

Closing date for applications is 12 noon on 7th March 2016 with interviews on 18th March 2016 in Leeds.

Carers Trust is a member of the two ticks - positive about disabled people - scheme. As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for this vacancy.

Carers Trust is committed to valuing diversity.

Carers Trust has a number of measures in place to support the carers in its employment including carers leave.

Charity numbers: England and Wales 1145181, Scotland SC042870.