



Our vision is a society where dementia is wholly understood and accepted, enabling people living with dementia to be fully supported throughout the whole of their journey

People Administrator

Full/Part Time – 25 hours up to full time

Salary: £18,933 WTE (pro rata)

We are looking for **someone special** with a desire to really **make a difference** to people living with dementia and their carers. If you are an individual who is organised, energetic and capable of handling a busy and diverse set of responsibilities then this could be the role for you!

We are looking for a People Administrator which is a new position now needed as the charity continues to develop. The main purpose of the role is to provide administrative support to the charity in relation to employee and volunteer matters. The right person will ensure smooth communication and prompt resolution of queries from managers, employees, and volunteers. They will administer the recruitment, placement, induction, and retention of volunteers and the recruitment and induction of substantive employees, assisting with payroll and record keeping in relation to leave and training.

Subscribing to the values of the Charity, you must be committed to **working together** with others, be that staff teams or partners and customers to **improve lives**. By working with **integrity** and **commitment** to maintain high personal and professional standards and deliver **excellence** in our work, at Dementia Support we ensure that **Everyone Matters**.

To apply please visit our website at www.dementiasupport.org.uk or register your interest with Isla Lewis – isla.lewis@dementia-support.org.uk

Closing date: 5pm on Wednesday 19th May 2021

Interview date: w/c 24th May 2021

Dementia Support is committed to safeguarding and promoting the welfare of people living with Dementia and their Carers, and it expects both staff and volunteers to share this commitment. Successful candidates will be subject to pre-employment checks, including references and a Disclosure & Barring Service check.