

## **Steady & Stable Administrator**

**Salary:** £24,000 (pro rata) depending on experience

**Hours:** 13 hours per week (ideally across 3-4 days of a working week), until March 2025

**Location:** An office base at St Charles Centre for Health and Wellbeing, Exmoor Street, W10 6DZ.

**Line Management:** Senior Clinical Exercise Specialist: Falls Prevention

**Working with:** Physical Activity Team; Project Staff; Open Age Service Users

Open Age is seeking an admin assistant who is passionate about working with older adults in West London.

The role would suit a motivated candidate who is able to multi-task and communicate effectively in a fast-paced environment.

The role is fixed term until March 2025, with the possibility to extend subject to funding.

### **About Open Age:**

Open Age was established in 1993 and we're now celebrating over 30 years of championing an active life for older people. Each week we run a wide range of activities for older people from our own three centres and over 60 other community venues. From boxing to ballet, baking to blogging - Open Age's array of activities improves the physical and mental wellbeing of our members.

### **What you get in return:**

You will be working in a passionate and enthusiastic team with a strong vision and ambition in striving to enrich the lives of older people.

We offer 25 days leave (pro rata) plus bank holidays and 1 extra day off for your Birthday.

Employer and employee contribution to pension in line with auto-enrolment pension requirement, 3% employer contribution.

Access to the Cycle to Work Scheme through salary sacrifice.

We are a London Healthy Workplace Award accredited and proactively invest in the health and wellbeing of employees supporting fair employment practices and a better workplace.

**Applying for this role:**

To apply for this position, please submit your CV and cover letter, outlining your suitability for this role (no longer than two pages). CV's without covering letters may not be considered.

The closing date for applications is **9am Monday 30<sup>th</sup> September 2024**.

Interviews will be held after the closing date.

Interview dates: Week of 7<sup>th</sup> October

The successful applicant will be required to undergo an enhanced DBS check.