

**Executive Assistant**

**15 hours per week**

**Salary - £10,717.35 (£26,436.14 full time equivalent)**

*Carers Together Foundation is an organisation dedicated to improving Carers' quality of life. We listen to Carers, give them a voice, provide information, practical and emotional support and promote Carers' rights across the South Tees area.*

We are seeking an experienced and motivated Administrator to provide support to the Chief Executive. The post holder will also work directly with colleagues across the organisation and the Board of Trustees.

To succeed in this role, applicants will have experience of working to deadlines within an organisation, knowledge of Microsoft Office packages, strong verbal and written communication skills and excellent organisational skills.

This role is based at our office in Redcar and Cleveland and the postholder will be required to travel to and from other community settings.

To apply for this position, please return a completed application form and equal opportunities monitoring form to: [recruitment@carerstogogether-rc.org.uk](mailto:recruitment@carerstogogether-rc.org.uk). Please note that we are unable to accept applications via CV or from recruitment agencies.

**Closing date: Thursday 21<sup>st</sup> August 2025 12 noon.**

**Shortlisting date: Tuesday 26<sup>th</sup> August 2025**

**Interview date: Monday 1<sup>st</sup> September 2025**

Carers Together is committed to being an equal opportunities employer and is a member of Employers for Carers.

*Registered charity number: 1128910 Company number: 6746629*

