

First Contact Officer

15 hours per week

Salary - £9986.26 (£24632.78 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 across the organisation. The postholder will deal directly with the public in a responsible, sensitive and confidential manner – by telephone, email, text or face-to-face at the organisation's offices in Redcar and Middlesbrough.

To succeed in this role, applicants will have experience of working with the public, knowledge of Microsoft Office packages and strong verbal and written communication skills.

This role is based at our offices in Middlesbrough and Redcar and the postholder will be required to travel to and from work in 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. Please note that we are unable to accept applications via CV or from recruitment agencies.

Closing date: Thursday 21st August 2025 12 noon.

Shortlisting date: Tuesday 26th August 2025

Interview date: Monday 1st 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

