

**Administration Assistant
Leeds Older People's Forum**

Salary: Scale 3 (SCP 5-6) £19,650 - £20,043) pro rata

21 Hours per week

Permanent post subject to funding

Location: Varied (a mixture of working from home and working from the LOPF office at LS3 1AB)

Closing date: 10am Monday 11th July 2022

Role Overview

The Administration Assistant will support the Office Manager to carry out core work at Leeds Older People's Forum (LOPF) and in a variety of programmes led by LOPF. Currently, two of our larger programmes are:

[Travel Connections](#): This one year, 'test and learn' programme has been awarded a grant through the Department for Transport's 'Tackling Loneliness with Transport' fund. The aim is to explore how the vast network of existing transport resources in Leeds can be better used to reduce loneliness for older people. Travel Connections will run until 31 May 2023.

[Enhance](#): Leeds Older People's Forum is leading on Enhance on behalf of the Forum Central Partnership in partnership with Leeds Community Healthcare Trust. This programme supports safe and sustainable discharge from hospital and neighbourhood teams into a secure home environment. Enhance links Neighbourhood Teams with third sector organisations across Leeds to enhance capacity in both sectors, enabling people to receive a range of support at home to help them stay well. Enhance will run until 31 March 2023 unless continuation funding is secured.

Leeds Older People's Forum

Leeds Older People's Forum (LOPF) exists to promote the wellbeing of older people. We're a network of 90+ third sector organisations working to ensure older people

have the opportunities, freedom and support to live the life they want. LOPF has equality and diversity at its heart and a real focus on co-production.

What's involved?

You'll enable efficient delivery of our work by providing a range of administration support to the Office Manager, assisting the Office Manager with all business related matters as and when required. You'll work proactively to identify and implement administrative tasks efficiently. You will be one of the first points of contact for Leeds Older People's Forum, responding promptly to telephone, email and other enquiries.

Skills and experience

As the LOPF Administration Assistant you will have previous experience as an Administration Assistant or in a similar role with experience of office systems and equipment. You'll have good organisational skills with a problem-solving attitude, attention to detail and the ability to work accurately and efficiently.

You will have good IT skills as well as excellent verbal and written communication skills with the ability to communicate effectively over the phone, face-to-face and online.

How to apply: The application pack can be downloaded from our website: <https://www.opforum.org.uk/get-involved/work-with-us/> Please complete and return by the deadline.

Closing date: 10am Monday 11th July 2022

Interviews: week commencing 18 July 2022