

Job Opportunity: Administration Assistant

Location: Corwen (occasional cover at our Llangollen site will also be required)

Hours: 35 hours/week, Monday – Friday. 9a.m. – 4.30p.m.

This is a full-time position. We welcome applications from candidates interested in a job share or part-time arrangement. Applicants should explain how their proposed working pattern would enable them to meet the requirements of the role.

Salary: Full Time: SCP 2 – £24,479 per annum paid monthly in arrears

Reports to: Operations Manager

Start Date: October 2026

About the Role

We are looking for a proactive and personable individual to join our team at South Denbighshire Community Partnership (SDCP). This role is to provide support to our administrative function. The role will include general admin functions, reception duties, dealing with regular Health and safety checks.

The role will mainly be based at our Corwen Community Hub ‘Canolfan Ni Corwen’ but will also include working in our Llangollen managed centre with occasional outreach across South Denbighshire. The role includes setting up events, supporting vulnerable service users, and maintaining key systems and data.

The role will involve physical activity for setting up for activities and events, assisting members of the public to and from community transport vehicles, as well as supporting passengers with carrying items such as shopping where appropriate.

Additional duties of supporting our community transport service in passenger assistant / community transport driver may be required at times. Duties within the role will involve physical activity including bending, lifting, stretching, pulling, kneeling, and carrying objects.

Reasonable adjustments will be considered in accordance with the Equality Act 2010.

The role requires applicants to hold a full Category B driving licence. Access to own transport and the ability to drive the organisation’s manual fleet vehicles are essential to meet operational needs.

The ability to communicate in Welsh would be beneficial.

Key Responsibilities:

Administration Duties

- Maintain Management Information Systems (MIS) and filing systems, accurately recording participant details, and event attendance.
- Use Excel to analyse and report on data within given timescales.
- Handle enquiries, correspondence and payments.
- Complete weekly and monthly health and safety checks
- Assist with purchasing office supplies
- Provide reception services and greeting visitors.
- Preparing and setting up venues for community activities, events and meetings.
- Assist with Minute taking of meetings.
- Assist with preparation for staff, board and stakeholder meetings

Other Duties

- Set up venues for events (requires physical fitness)
- Adhere to health and safety policies.
- Drive SDCP fleet vehicles (Category B manual licence required)
- Contribute to the ongoing development of SDCP.
- Foster inclusive and welcoming environments
- Other duties that occasionally arise.

What You Need to Succeed

Qualifications & Experience

Our Assessment Criteria	Essential	Desirable	Method of Assessment
2+ years proven admin experience	✓		Shortlisting & Interview
Excellent Microsoft Office skills	✓		Pre-interview task
2+ years' experience with customer databases	✓		Interview
Minimum of 5 GCSEs (Grade A–C) or equivalent. Including English & Maths	✓		Verification
NVQ Level 2 in Business Admin (or equivalent)	✓		Shortlisting & Interview
NVQ Level 3 in Business Admin (or equivalent)		✓	Shortlisting & Interview
Excellent communication with colleagues and customers	✓		Interview
Strong organisational and time management skills	✓		Shortlisting & Interview
High attention to detail and numeracy	✓		Pre-interview task

Ability to maintain confidentiality	✓		Interview
Always provide a high level of customer service.	✓		Shortlisting & Interview
Full driving licence and access to transport	✓		Shortlisting
Willingness to complete D1 driver training (desirable)		✓	Shortlisting & Interview
Welsh language skills (desirable)		✓	Shortlisting & Interview
Interest in the voluntary/community sector in Wales	✓		Shortlisting
Commitment to SDCP's mission, vision and values and equal opportunities policy.	✓		Interview
Resilience and adaptability	✓		Shortlisting & Interview
Empathy and sensitivity to diverse community needs	✓		Shortlisting & Interview

Additional Information

- Enhanced DBS clearance and a Childcare Disqualification Declaration are required.
- Job Offers are subject to two satisfactory references that will be taken up following interview.
- A three-month probation period applies.
- Annual leave entitlement is 28 days, including bank holidays, for a full-time equivalent post, with additional days awarded after three years of continuous service.
- The company pays Statutory Sick Pay (SSP) after one year one of employment, with increasing amounts of company sick pay from year two.
- A one-month notice period applies.

Equal Opportunities: SDCP recruits' staff and volunteers on the basis of their skills, experience, temperament, and ability without regard to race, nationality, gender, age, sexuality, disability, or religion.

Submitting your application:

To apply, please submit:

- A fully completed **Application Form**
- A completed **Equality & Diversity Monitoring Form**

Both forms are available on the **Vacancies** page of our website, where you can also find more information about SDCP and our history.

You are welcome to attach a **CV** as supporting information; however, **a CV cannot be accepted in place of a fully completed Application Form.**

When completing your Application Form, please ensure you provide sufficient information to explain:

- **Why you are interested in this role,**
- **How your experience and skills match the responsibilities listed in the assessment criteria**
- **What makes you a great fit for SDCP.**

Completed Applications should be Submitted to: **denise@sdcp.org**

Closing date for applications **5p.m. Thursday 13th August 2026**

Shortlisted Candidates will be contacted not later than: Friday **25th August 2026**

Interviews to be held on **Wednesday 9th September 2026**

Expected Start Date: **Monday 12th October 2026**

We appreciate all applications, but due to the volume we receive, we will only be contacting those shortlisted for interview. If you have not heard from us by 25th August 2026 then we will not take your application any further.