



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.

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.

Please send your fully completed application form, a C.V can be attached as supporting evidence **but not in place of a completed application form** explaining:

- **Why you are interested in this role,**
- **How your experience and skills match the responsibilities listed in the assessment criteria above.**
- **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 you application any further.

Our vision

Our vision is to be part of an empowered, healthy, and thriving community, where everyone belongs.

Values

Excellence - in all aspects of work

Accountability - accountable to the local community in all that we do

Equality - Working to eliminate discrimination wherever it is met for all

Respect - Working with energy and passion for the well-being of our community

Social Justice - Believing in the dignity and self-worth of all people, and their right to peace, security, safe affordable housing, education, food, income, a healthy environment and quality health care.

Mission

To realise our vision, we will: -

- Promote social welfare and community well-being
- Support the advancement of education and training
- To work with the local community for the development of the Welsh language and culture, including Eisteddfod and concert activities
- Provide facilities for recreation and leisure time activities
- Provide access to transport

We will achieve this by: -

- Maintaining and managing our community centres 'Canolfan Ni', Corwen and 'Penglwyn Community Hub', Llangollen.
- Consulting with the local community so that we keep up to date with local issues and, where possible, advocate and support the local community, culture and language
- Providing good quality service to the users of our facilities.
- Continuing to develop a range of social, welfare, educational, training and health promotion activities in response to the needs of the community
- Providing access to advice and information for all sections of the community
- Working in partnership with voluntary and community groups, voluntary organisations and public sector bodies, to enhance resources and deliver better services.
- Maintaining and managing our community transport provision.
- Developing community transport in response to the needs of the community.
- Becoming financially sustainable through income generation and grant support

SDCP is an award-winning charity that has been promoting healthy active ageing, good mental health and wellbeing while successfully tackling loneliness and isolation for the past 12 years.

Our mission is to help people to regain their sense of worth, and to provide access to support, services and facilities that can empower people of all ages to retain as much independence as possible.

Our services are delivered from our community hubs in Corwen and Pengwern.

Our Aim is to improve the health and well-being of our communities. We provide support, services and facilities that can empower people of all ages to retain as much independence as possible and enable them to access services in their locality.

SDCP Background

Once known as the Healthy Living Centre, the building, known today as Canolfan Ni, was run by a partnership that was formed in 2000, made up of members from Denbighshire Voluntary Services Council (DVSC), Denbighshire County Council, Denbighshire Local Health Board, National Public Health Service and local Voluntary/Community Groups. The Partnership were able to secure a grant from the Big Lottery Funding of just under £700,000 over 5 years, that would be used to establish the Corwen Healthy Living Centre. This centre was used as the “hub” for their activities that promote the reduction of health inequalities in Corwen and the surrounding villages.

The end of the Big Lottery funding in 2008 presented an ideal opportunity for the Partnership to broaden their scope. Building on this success, and to expand the scope of the work that had already been carried out, it was proposed that a new partnership be formed.

In March 2009, SDCP was formally launched, with the aim of benefiting the residents of South Denbighshire and surrounding areas, bringing together voluntary and community organisations with statutory services, to provide facilities locally, that promote social welfare and community health and wellbeing. In January 2010, SDCP was registered as a not-for-profit company, Limited by Guarantee and later became a Registered Charity on 20th June 2012.

In September 2011, SDCP were able to purchase a fully accessible 16-seater minibus with grant funding from Taith, Denbighshire County Council and Cadwyn Clwyd. The minibus is used by local community groups and organisations for social, recreational and educational purposes.

In May 2013 Welsh Government CFAP funding was then secured to fully-refurbish the building and on the 16th of September 2013, the building was officially re-opened, now named “Canolfan Ni”.

“Your Place our Ours” Project

In September 2017 South Denbighshire Community Partnership (SDCP), working in partnership with Citizens Advice Denbighshire (CAD) was awarded a Rural Communities Grant of £349,847.

The “Your Place or Ours” project is designed to address hidden and identified rural poverty by widening access and participation to existing services, provide opportunity to deliver services within the home e.g. meals on wheels, benefits advice, befriending service, and work with the local Communities to identify and develop new services that will support independent living for people to be able to live in the communities of their choice for as long as possible and provide an enviable quality of life.

The heart of the project will be delivered from Canolfan Ni Community Centre, during the lifespan of the project this will be extended to 8 rural villages in the Edeyrnion area. During the 4-year lifetime of the project we will:

Work with Stakeholders to identify and engage with individuals who are deemed as socially isolated and supported by statutory services or have identified themselves as being isolated during consultation and delivery of pilot projects.

The National Lottery Community Fund 2 – ‘Your Place or Ours- Edeyrnion & Dee Valley’

To compliment and expand the Organisation’s service delivery into neighbouring communities, the National Lottery approved a further £499,634 in April 2021, with the project starting in earnest, the following July. The funding allowed work to begin with residents and groups within the Llangollen and Dee Valley area, to expand the original and principal delivery model.

Both Lottery projects, alongside numerous complimentary funding approvals, fundamentally aim to address the following 5 outcomes:

1. To reduce isolation.
2. To improve access to advice services.
3. To provide flexible community transport.
4. To build self-reliance within communities.
5. To improve health and well-being.

Covid-19 Response

As the pandemic took a hold on all our communities, it inevitably meant that even more challenges were placed on families and those most vulnerable in our communities. As a result, SDCP secured additional funding to ensure that increased isolation and access to service issues were addressed. Amongst many things, this included an expansion to our food preparation and distribution services and an increased priority being placed on 'keeping in touch' with the most vulnerable within our community.

Castle Street, Llangollen

As a result of the National Lottery 2 implementation and the responsive activities required because of the pandemic, it was necessary for SDCP, alongside the Llangollen Food Share Project group, to take ownership of a property in Llangollen, namely 36c Castle Street. Whilst providing a suitable location to expand and deliver the Food share project, it also provided a 'base' for SDCP to carry out further activities within Llangollen as part of the National Lottery 2 programme. With additional, complimentary funding from Community Foundation Wales and the Moondance Foundation, the venue was suitably fitted out to meet ongoing needs. The Foodshare group formally moved into the property in February 2021 and, with support from SDCP are now a registered charity and took over sole priority of Castle Street in 2022.

Pengwern Community Hub Llangollen

SDCP have a service level agreement in place with Denbighshire County Council to manage and develop community engagement provision for the community of Llangollen from the Pengwern Community Hub. This follows on from the £78,373 successful secured by Denbighshire Community Housing in 2021 from the National Lottery -Rural Futures fund by with support from SDCP to expand the centre and develop services.

DCC, SDCP and the Friends of Pengwern residents' group have a memorandum of understanding in place to oversee the developments and ensure they continue to meet the needs of the community.

BCUHB- iCAN HUB – 'Together for mental health'

SDCP have been an iCAN Hub on behalf of BCUHB health board since 2021, providing access and support on various issues that may be worrying or affecting individuals' mental well-being. The service is delivered with partner organisation KIM Inspire a charity providing professional, high quality mental health support in the community.

National Lottery Community Fund, People & Places III- 'Your Place or Ours- South Denbighshire'

SDCP have secured £499,708 from the National Lottery Community Fund-People & Places III over four years with the project commencing in July 2024.

The project will enable SDCP to continue and further develop our community development provision alongside our other projects and working collaboratively with other organisations.

The project will enable us to:

1. Expand established place-based wellbeing services and activities across the Lower Dee Valley that reduces isolation and improve access to services.
2. Expand targeted additional service that address wellbeing, employability and Welsh language and culture identified needs that reduces isolation and improve access to services.
3. Work in partnership with, and signpost to, multiple organisations to address targeted needs, improve access to, and widen participation for vulnerable and marginalised members of the community.



Post applied for	Administration Assistant																								
Closing date for applications	Thursday 13 August, 1pm																								
Date by which you will be notified if you have been shortlisted for interview	Friday 14 August 2026																								
Date interviews will be held	Wednesday 9 September 2026																								
Interview location	Canolfan Ni, London Road, Corwen, Denbighshire, LL21 0DP																								
The completed application form and the equality & diversity monitoring form must be submitted by post or email to: South Denbighshire Community Partnership, Canolfan Ni, London Road, Corwen, Denbighshire, LL21 0DP Or via email to: denise@sdcp.org Shortlist: We will only contact you if you are shortlisted for an interview, and we will do this by email or phone after the deadline.																									
Please complete the application form fully. A C.V can be attached as supporting evidence but not in place of a completed application form.																									
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Address:																									
Contact telephone number:																									
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Equal opportunities

SDCP recruits' staff and volunteers based on their skills, experience, temperament, and ability to carry the role without regard to race, nationality, gender, age, sexuality, disability, or religion.

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

Health:

Are you in good health? If no, please give further information.

Do you have any recurring health problems that may impact your ability to carry out this role as described in the job description & person specification. If no, please give further information.

Do you require any adaptations or additional equipment to carry out the role as described in the job description. If yes, please give further information.

Do you have any commitments which might impact on your availability to work evenings or weekends. If yes, please give further information.

Do you consider yourself to have a disability as listed in the employment act. If yes, please give further information.



Education and Qualifications:

Please note, candidates invited to interview **must bring all original certificates** for inspection, therefore please do not include any qualifications or courses that cannot be evidenced.

School	Dates	Exam board	Subject	Grade

University/ college	Dates	Exam board	Subject	Grade

Membership of Professional Associations

Please provide details.

Relevant Training Courses

Date	Duration	Organisation	Course attended



Please describe fully how you meet all the requirements of the person specification in the job pack. **As this is how we shortlist, it is in your best interest to give relevant examples and explain fully the skills you would bring to the post.**

Experience:

Please note:

- 2+ years proven admin experience (should be evident in your Work History)
- Minimum of 5 GCSEs (Grade A–C) (should be evident in your Education and Qualifications, including English and Mathematics)
- NVQ Level 3 in Business Admin (or equivalent) (should be evident in your Education and Qualifications)

If not already referenced in above sections, please describe how you meet these assessment criteria (max 500 words):

- Excellent Microsoft Office skills, with strong Excel skills
- 2+ years' experience with customer databases

Skills & Abilities

Please note:

- Welsh language skills (should be evident on page 1, Welsh language abilities)
- Good level of physical fitness (should be evident on page 2, Equal Opportunities section)

Please describe how you meet these assessment criteria (max 500 words):

- **Excellent communication with colleagues and customers**
- **Strong organisational and time management skills**
- **High attention to detail and numeracy**
- **Ability to maintain confidentiality**
- **Always provide a high level of customer service.**
- **Full driving licence and access to own transport**
- **Willingness to complete D1 driver training (desirable)**



Personal Attributes

Please describe how you meet these assessment criteria (max 500 words):

- Interest in the voluntary/community sector in Wales
- Commitment to SDCP's mission, vision and values and equal opportunities policy.
- Resilience and adaptability
- Empathy and sensitivity to diverse community needs

Please tell us any other relevant experience, information about yourself, and particular skills you have that you feel are relevant to the post.

As this post involves working with vulnerable adults and children it is necessary for the successful candidate to have a suitable enhanced DBS clearance and childcare disqualification requirement declaration.

Do you have a current enhanced DBS?

If yes what is the date and reference number on your certificate?

If no, would you be willing for SDCP to carry out a DBS check?

Equality and diversity monitoring form template

South Denbighshire Community Partnership wants to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010.

Please complete this form to help us understand the diversity of our job applicants.

Completing this form is voluntary. The information provided will be kept confidential. The information is going to be used to help us understand the diversity of our organisation. None of the information you provide will be linked to your application.

If you have any questions about the form, contact sally@sdcp.org

Age

What is your age?

- 19 or under
- 20 to 29
- 30 to 39
- 40 to 49
- 50 to 59
- 60 to 69
- 70+
- Prefer not to say

Disability

Do you have a disability, impairment or health condition which affects your day-to-day activities?

- Yes
- No
- Prefer not to say

The information in this form is for monitoring purposes only. If you believe you need a reasonable adjustment, then please discuss this with [your manager/ the manager running the recruitment process].

Ethnicity

What is your ethnicity?

This may be different to your nationality, place of birth or citizenship.

Asian or Asian British

- Asian British
- Bangladeshi
- Chinese
- Indian
- Pakistani
- Another Asian background, please say what: [Click or tap here to enter text.](#)
- Prefer not to say

Black, African, Caribbean or Black British

- African
- Black British
- Caribbean
- Another Black, African or Caribbean background, please say what: [Click or tap here to enter text.](#)
- Prefer not to say

Mixed or Multiple ethnic groups

- Asian and White
- Black African and White
- Black Caribbean and White
- Another Mixed or Multiple ethnic group, please say what: [Click or tap here to enter text.](#)
- Prefer not to say

White

- English
- Gypsy or Irish Traveller
- Irish
- Northern Irish
- Scottish
- Welsh
- Other European
- Another White background, please say what: [Click or tap here to enter text.](#)
- Prefer not to say

Another ethnic group

- Arab
- Another ethnic group, please say what: [Click or tap here to enter text.](#)
- Prefer not to say

Religion or belief

What is your religion or belief?

- No religion or belief
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Another religion or belief, please say which: [Click or tap here to enter text.](#)
- Prefer not to say

Sex

What is your sex?

- Female
- Male
- Prefer to self describe, please say how:Click or tap here to enter text.
- Prefer not to say

Gender reassignment

Is the gender you identify with the same as your sex recorded at birth?

- Yes
- No
- Prefer not to say

Sexual orientation

What is your sexual orientation?

- Asexual
- Bisexual
- Gay
- Heterosexual
- Lesbian
- Pansexual
- Questioning
- Prefer to self-describe, please say how:Click or tap here to enter text.
- Prefer not to say