



Pioneering Care Partnership Recruitment Advert

The Pioneering Care Partnership (PCP) is an award-winning North East charity whose mission is 'Health, Well-being and Learning for All'.

Reaching Out Across Durham (ROAD)

ROAD is an employment programme in County Durham funded by the European Social Fund and the National Lottery through the Big Lottery Fund. Working in partnership with 11 voluntary and community sector delivery Partners who are specialists in employment, health, financial and digital inclusion and volunteering, ROAD will support 625 long term unemployed people into or towards employment.

We are currently seeking a motivated and focused self-starter to join our successful team as a:

Business Support Officer

Salary: Band 3, Point 15, £17,957 per annum
Hours: 37.5 hours per week (job share may be considered), funded by the European Social Fund and the National Lottery through the Big Lottery Fund
Location: Predominantly at the Pioneering Care Centre, Newton Aycliffe with the requirement to travel to other venues as appropriate
Post: Fixed Term Contract Until July 2019

To work effectively and efficiently with the ROAD delivery staff to support them with administrative duties, producing accurate and timely information that meets the requirements of the funding partners.

Candidates will need at least 3 years' experience in a fast paced office environment and be qualified to Level 3 in Business Administration or similar.

For an application form and further information please contact the HR Department on:
Telephone: (01325) 313133 Fax: (01325) 301129
Email: hr@pcp.uk.net website: www.pcp.uk.net

Closing Date for applications: 12 noon on Friday 25th May 2018

We are an equal and diverse employer and particularly welcome applicants from groups who are currently underrepresented at PCP, such as males, people with sensory impairments and carers.



Registered Office: Pioneering Care Partnership, Carers Way, Newton Aycliffe, Co. Durham, DL5 4SF. Registered Charity No. 1067888. Company Limited by Guarantee. Company Registered in England No: 3491237.