



Preston Carers Centre provides support, information, services and activities to Carers in the Preston area.

We have an exciting opportunity for an outstanding individual to join our organisation and co-ordinate our busy Information & Administration Team.

**Part time Information & Administration
Co-ordinator
25 hours per week - £18,000 (£12,857 pro rata)**

You will co-ordinate and line manage our Information & Administration Team to build on the excellent Information & Administration systems we already have at Preston Carers Centre. You must have outstanding leadership and administration skills.

**For full details please visit our website
www.prestoncarers.org.uk**

An Application Pack can be downloaded from the 'Work with Us' page or for a hard copy please send an A4 SAE for a 'large letter' to Preston Carers Centre, 28 Church Street, Preston PR1 3BQ.

If you would like an informal chat about the role, please contact Ben Blackman on 01772 200 173 from 5th July 2010 onwards.

Deadline for Applications: 4pm Friday 16th July 2010.

Interviews will be held: W/c 26th July 2010.

Registered Charity Number: 1112213