

## **CARESCO SECRETARY**

Based at the CARESCO Centre,  
off Green End Road, Sawtry, PE28 5UX

20 hours per week  
5.6 weeks paid holiday (pro rata)

*We are looking for a CARESCO Secretary,  
based in our Administration Office*

- *Are you able to work as part of a team?*
- *Do you have excellent time management and prioritisation skills?*
- *Adaptable, able to cover a wide and varied range of tasks  
within a busy charity environment.*

*Come and be part of our team*

For a job description phone or email our General Office

Telephone: 01487 832105

Email: [office@caresco.org.uk](mailto:office@caresco.org.uk)

*Closing date: noon, Sunday 21<sup>st</sup> April 2024*

*[www.caresco.org.uk](http://www.caresco.org.uk)*

Registered with



FUNDRAISING  
REGULATOR

*The CARESCO Centre, Green End Road, Sawtry, Huntingdon, Cambs, UK PE28 5UX*  
office@caresco.org.uk      01487 832105  
Reg in England & Wales      Charity No: 1140728

www.caresco.org.uk  
Company No: 7513432

