

Administration Officer

22 hours per week

Salary: £25,900 per annum

Fixed-term contract: 6 months (with potential extension subject to funding)

**Secondment and virtual assistant opportunities are welcomed
Applications for Part-time and Full-time work will be considered**

**Office based, with one day per week working from home
Flexible working available**

This is an exciting opportunity to join our established team at a pivotal time.

SVSA exists to support and strengthen the voluntary, community and social enterprise (VCSE) sector in Sunderland. We provide services that help organisations thrive, while actively ensuring the sector's voice is heard by policy makers and funders.

SVSA is working closely with Voluntary & Community Action Sunderland (VCAS) towards the development of a single infrastructure organisation for the city's VCSE sector. This role will contribute to that ongoing development and may be subject to future organisational change, including potential TUPE transfer arrangements.

Our Vision

A thriving, inclusive and resilient Sunderland where voluntary, community and social enterprise organisations are empowered to lead, collaborate and innovate — amplifying community voices, delivering excellent services, driving equitable change, and harnessing the power of volunteering to transform lives.

We are seeking an experienced, enthusiastic and motivated individual to join our team and help strengthen the voluntary and community sector across the city.

We offer flexible working through a hybrid model, combining office-based and community-based working, with homeworking available one day per week.

Role Purpose

As Administration Officer, you will play a vital role in supporting the smooth day-to-day operation of SVSA, ensuring effective administration, governance, financial record-keeping, and organisational communications. Working closely with trustees, senior staff, and colleagues, you will help maintain efficient systems and processes that enable the organisation to deliver high-quality support to Sunderland's voluntary, community and social enterprise (VCSE) sector. This is an excellent opportunity for a highly organised and proactive individual who shares SVSA's values and is passionate about contributing to stronger communities through effective administrative support.

How to Apply

For more information please visit www.sunderlandvsa.co.uk

Please submit your CV along with no more than 1,000 words telling us how you meet the personal specification. Email: contactus@sunderlandvsa.co.uk

For an informal discussion about the role contact Lindsey Hall
(lindsey.hall@sunderlandvsa.co.uk)

Closing date: There is no fixed closing date for this role. Applications will be reviewed as they are received, and the position will close once the right candidate has been appointed.

Interview date: Interview dates will be agreed with shortlisted candidates where and when appropriate.