

## Essex Care Association

**Role: Administration and Events Co-ordinator.**

**Salary: £26,000 - £29,000 depending on experience per annum (pro rata for part-time)**

**Remote Working**

**Closing Date: Friday 3<sup>rd</sup> May 2024**

Essex Care Association (ECA) is a 'not for profit' organisation working to support Adult Social Care providers across Essex, Southend and Thurrock. With over 300 member organisations, ECA has grown significantly in recent years. We are now seeking an **Administration and Events Coordinator** to support the next stage in our journey.

The postholder will work across three main areas:

1. Organising a range of conferences, webinars and events.
2. Managing our communications and social media output.
3. General business administration support to the organisation including managing memberships.

You will be part of a small team and will need to work flexibly to deliver our priorities. This is a remote working role, with all necessary equipment will be provided. Travel throughout Essex will be required; therefore the successful candidate will need to live within a commutable distance of Essex and have a full UK driving license with access to their own vehicle. We are willing to consider part-time work, job share and can offer flexible hours.

More information on ECA can be found on our website [www.essexcare.org.uk](http://www.essexcare.org.uk).

ECA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment, and we welcome applications from those typically under-represented in business.

We seek the best talent from the widest pool of people as diversity is the key to our success. We are a small team and this is a real opportunity to work with us to further develop the work of the association.

ECA is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

To apply, please send your CV and a covering letter detailing your suitability for the role to: [Hannah.mclaughlin@essexcare.org.uk](mailto:Hannah.mclaughlin@essexcare.org.uk) or email us for further details.