

**THE LINK CHARITABLE TRUST**

**JOB ADVERTISEMENT**

**Office Assistant**

The Link Charitable Trust (LCT) is a Redcar based charity working with children, young people, families and vulnerable adults. We support individuals to make positive changes to their lives through a range of emotional, social and wellbeing activities and services within the community.

We are currently recruiting 1 x Office Assistant to start within our organisation. This post is fixed term until 31st March 2026. The hours would be split to work 2 x 5 hour days - working days negotiable. The post-holder will work within The Link Charitable Trust as part of a wider team. The role will encompass contributing to the day to day functioning of the office, assisting with the administration of incoming referrals, the coordination and implementation of office processes, and maintaining and developing current systems to ensure they fit the needs of the organisation.

**Application Deadline: Monday 23rd June 2025 at 5pm**

**Interviews: Thursday 3rd July 2025**

**To apply for this post, please complete an application form and send to** **Callumd@linkct.org.uk**

**Application packs can be found on our website (**[**www.linkct.org.uk**](http://www.linkct.org.uk)**), or you can contact us by email:** **office@linkct.org.uk** **or 01642 989198.**

For more information please contact Callum Dale on 01642 989198