



Y CYNGOR AR ALCOHOL A
CHYFFURIAU ERAILL
ELUSEN AR GYFER DIBYNIAETH,
ADFERIAD A GALLUOGI

THE COUNCIL ON ALCOHOL AND
OTHER DRUGS
THE CHARITY FOR ADDICTION,
RECOVERY AND EMPOWERMENT

JOIN US IN MAKING A POSITIVE IMPACT IN THE COMMUNITY!

JOB ADVERTISEMENT: ADMINISTRATIVE ASSISTANT (BILINGUAL – WELSH/ENGLISH)

Location: Hybrid (Remote and Office-based in Cardiff)

Contract Type: Part-Time (up to 15 hours per week)

Start Date: October 1, 2025

The Council for Alcohol and Other Drugs (CARE – the Charity for Addiction, Recovery and Empowerment) is looking for a dedicated Administrative Assistant to support our CEO and ensure smooth operations within our charity.

KEY RESPONSIBILITIES:

- Provide administrative support, including managing diaries and emails.
- Maintain records in line with data protection policies.
- Assist with meeting documentation and event organization.
- Communicate effectively in Welsh and English.

REQUIREMENTS:

- Fluent in Welsh and English.
 - Strong organizational and communication skills.
 - Experience in an administrative role is desirable
- Successful candidates will be subject to DBS checks and other vetting procedures.
A Welsh language occupational requirement applies to this post.

HOW TO APPLY:

Request an application form by emailing wynford@recover-council.org or telephone Wynford on 029 2063 0993 or 07796464045. Application deadline is 1st September 2025 4pm.

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