Details

Job Title:	Operations Coordinator | Granite Care Consortium
Salary:	£26,313
Hours of Work:	Mon – Fri - 9am-5pm - 36.5 hours per week
Responsible To:	Operations Director | Granite Care Consortium
Contract:	Permanent
Location:	Aberdeen office based
Closing:	6 Dec 2026
Interviews:	Dates TBC and by arrangement
Special condition:	We review applications throughout the advertising period and reserve the right to close the advert early, should sufficient applications be received. We regret that we are not able to sponsor applicants for this role, so you must be eligible to live and work in the UK without sponsorship.

About Us

If you are looking for a rewarding career and to work within an epic team that will help you grow and thrive, then you have come to the right place. Working within our Granite Care Consortium service you can start your day knowing what you do really does make a difference!

Granite Care Consortium (GCC) are nine local 3rd and independent sector companies - with decades of experience in delivering health and social care services. This includes Penumbra, the hosting organisation for GCC's central administration team.

The consortium was set up to ensure availability of quality services, improve outcomes of those we support and to build a consistent trained and skilled workforce, in line with our shared values and ethos of Changing Care for Good.

GCC are commissioned by Aberdeen City Health and Social Care Partnership (ACHSCP) to provide outcomes-based care and support services to adults in their own homes and local communities. Services which can assist with the achievement of agreed outcomes include personal care, housing support, skills development, social and carer support. Each person supported benefits from a person-led approach, as we work together to meet agreed outcomes, focusing on individual needs and goals in an enabling and encouraging way.

What it's like to work for Granite Care Consortium

We are a small, friendly, dynamic, and supportive team. We encourage passion, initiative, and collaboration, both in our performance as a team and individually. New ideas are encouraged and

welcomed. We actively seek involvement in the development and direction of our processes, as well as finding more efficient ways to work, as we strive for continuous improvement.

The Opportunity

As Operations Coordinator, you will be a key representative between us and our stakeholders. Ensuring that the customer is at the forefront of every interaction, you will assist with managing communications and data relating to the delivery of care at home for people in the city of Aberdeen.

The role will involve but will not be limited to:

- Handling incoming and outbound calls and responding to email enquiries and requests from GCC providers, care management, and other stakeholders.
- Taking ownership of issues arising, solving them oneself where possible and escalating when required.
- Arranging and taking minutes in meetings, where assigned.
- Completing data input tasks (primarily in excel) which require a high level of accuracy.
- Building and maintaining strong professional relationships with internal and external stakeholders, that will exceed their expectations.
- Supporting the GCC team to ensure that performance standards and business objectives are met.
- Undertaking finance processing tasks.
- Deputising for other team members, as required.

About You

You will be a confident communicator who is driven to deliver results. You will also be/have:

- Organised and efficient.
- Ability to multi-task and prioritise a varied workload.
- High attention to detail and a 'right first time' approach.
- Team player, with a go-getter attitude.
- Flexible approach to work and the ability to work in a fast-paced environment with changeable demands.
- Experience of maintaining electronic records / data.
- Proficient in Microsoft applications (particularly, excel) and use of internal and external databases.
- Knowledge of website maintenance and / or social media communications.
- Working knowledge of Xero, or similar accounting system would be an advantage.

Conditions and Remuneration

Salary Package
£26,313 per annum

Holiday
33 days per annum including public holidays, plus an extra day for each years' service, rising up to 38 days after 5 years' service.

Pension
5% employer pension contribution (salary sacrifice). Also offer auto-enrolment pension scheme.

Benefits

- Flexible working.
- Cycle to work scheme.
- Confidential Employee Assistance Programme.
- Employee Discount Scheme with Vivup – 100's of lifestyle savings.
- Payroll Pay with Vivup – pay monthly available across a variety of options including home & electronics, discounted gym memberships and more.
- Death in Service benefits.
- Full training and professional development.
- Refer a friend scheme – earn up to £400.
- Salary sacrifice pension.
- Additional day of annual leave for each year of service, up to 5 days of annual leave after 5 years of service.

And so much more!

Get in touch

If you'd like an informal chat about this role and working for Granite Care Consortium, please contact: lisa.stephen@granite.care