**Part Time Administrator**

Hours 15 per week over 3 days

£11.50 per hour plus travel expenses when travelling for work.

12-month contract (with the possibility of an extension). 1-month probationary period.

Main location: Headway Central Lancashire Office, Heartbeat Centre, Sir Tom Finney Way Preston PR1 6PA.

Duties: administration support including minute taking, keeping and updating computerised records and filing.

Essential skills: the person will require excellent communication skills, a working knowledge of computer software programmes including excel, word, publisher, power point, Office 365. The person must be reliable and flexible. A car driver is preferred.

Main purpose of the job.

To support the Charity by providing administration and communication support.

Main duties and responsibilities.

 To record and take notes during meetings at different locations.

To prepare correspondence and reports.

To use computer software to assist in record keeping support including Microsoft word and excel.

To assist with liaising with partners and other organisations.

To assist with telephone and email communication.

To attend charity events when required.

Knowledge/training

Ability to use computerized systems and to produce documents using Microsoft Office (E)

Ability to accurately record information (E)

Knowledge of confidentiality requirements (E)

Abilities

Ability to read and write in English (E)

Approachable and non-judgmental (E)

Good administrative and clerical skills. (E)

Good communications skills, both verbal and written (E)

Good organisational skills (E)

Experience

Experience of voluntary work or working within a charitable organisation (D)

Experience of working with disabled people from a range of backgrounds and cultures (D)

Experience of working in a busy and demanding environment (D).

Other requirements

To be open minded and supportive (E)

Enthusiastic, self-motivated and a positive outlook (E)

Understanding of confidentiality issues (E)

Hold a full UK driving license and have use of a car (D)

Able to work flexible hours. (E)

The post will be subject to an enhanced DBS check.

Contact Liz Bamber Headway Central Lancashire for an application form, Liz@headwaycentrallancashire.org.uk