

Fantastic Job Opportunity at Home-Start Rochdale and Bury!

We are searching for an experienced team member, to join us as soon as possible support the Administration and Data Input for our growing Family Support Charity.

Hours: 18 hours worked over 3 days

Salary: £19,312 (pro rata - £9,395 per annum)

Could you help us to

- Provide general office, admin and I.T support to the employees of the charity?
- Enter data onto our Monitoring and Evaluation Recording Systems?
- Help to keep out office working efficiently?

The successful candidate will be a friendly and approachable member of our team, have experience and at least one of these qualifications:

- European Computer Driving License (ECDL)
- Computer Literacy And Information Technology (CLAIT)
- NVQ Level 2 business Administration
- NVQ Level 3 business Administration an advantage
- Knowledge of Microsoft Office packages/IT
- Knowledge of social media
- Note taking skills

Contact our CEO Donna by email for more details, an application form and job description.

E: donna@hsrb.org.uk