

# Home-Start

*Arun, Worthing & Adur*



**Arun, Worthing  
& Adur**

## **Office Administrator**

**Part Time, 24 hours**

**Based in Arundel**

**Salary: £20,000-21,500 fte**

Home-Start is a voluntary organisation committed to promoting the welfare of families with at least one child under 5 years of age.

At Home-Start we are looking for an Administrator who will be responsible for ensuring our systems run smoothly by providing admin to our support team, management board and CEO.

Essential Experience:

- relevant qualifications/education, experience or transferrable skills
- demonstrable, recent experience of working with databases, Office 365 (Sharepoint/Onedrive/Outlook/Word/Excel)
- excellent organisational, presentation and communication skills

Desirable:

- knowledge of the voluntary sector
- an interest in the needs of children and families and the challenges they face
- a proactive approach to systems and their development
- the ability to work flexible hours when required
- access to a car, for which out of office travel expenses are paid

Pension scheme available/A DBS check will be undertaken

For further details and an application form, contact:

Home-Start Arun, Worthing & Adur, 5C Park Farm, Chichester Road, Arundel, BN18 0AG.

**Tel: 01903 889707 or e-mail: [admin@home-startawa.org.uk](mailto:admin@home-startawa.org.uk)**

**Closing date: Thursday 21<sup>st</sup> October 2021 at 3pm**

**Interviews: w/c 25<sup>th</sup> October 2021, including a short presentation**

**Home-Start Arun, Worthing & Adur is committed to equality of opportunity and diversity**