



**Worthing Client Support Officer – temporary maternity cover
12-month, part time post (27 hours)
Lifecentre Worthing, West Sussex.
Salary £14,726 (£20,180 FTE)**

We are looking for a self motivated and organised administrator to provide maternity cover as a client support officer, working primarily in Worthing.

Possessing excellent IT and organisational skills, you will be responsible for the smooth running of our client support, guiding our clients through the referral process and undertaking administration. The successful applicant will need to have good organisational and people skills and the ability to multi-task.

Lifecentre is a Christian Charity providing counselling services to survivors of rape and sexual abuse: www.lifecentre.uk.com.

For an application pack, email our Operations Manager lou@lifecentre.uk.com.
For further enquiries please call the office on 01243 786349.

Closing date for applications: by midnight on the 5 November 2021.

Interviews: Tuesday 16 November 2021.