

Administrator wanted by Coundon Charity

27.5 hrs/week

£9.04/hr: £17,391 pro rata (Spinal Point 1)

Start date: as soon as possible (with DBS clearance)

Location: Coundon, Bishop Auckland DL14 8JZ

Our Hub Administrators work in our three day centres for people with complex learning disability. They are responsible for day to day Hub administration and petty cash, and for wider admin tasks for the Charity as a whole. Acting as our Hub Reception, you would be the public face of Journey, providing a warm and friendly welcome for Clients using our service.

Journey is a local charity providing day services to help adults with learning disability develop life skills and employment skills.

We are looking for someone with good administrative, communication, financial and IT skills. Journey is a friendly working team and we need a strong team player who has an empathy with the field of learning disability.

Contact 01434 608118 or info@journeyenterprises.co.uk
www.journeyenterprises.co.uk

