

Home-Start Morecambe and Lancaster are Recruiting!

We are delighted to advertise our newest vacancy to join the Home-Start Team.

Job Title: Part Time Administrator
Salary: £21,575 pro rata (£10,496)
Hours of work: 18 hours per week
Location: Home-Start Morecambe and Lancaster
9 Morecambe Street West, Morecambe LA4 5HE
Days of Work: Monday to Friday, with occasional evening and weekend work



For fifty years, Home-Start has been providing volunteer-led home visiting that provides families with compassionate, non-judgemental support. We now seek an ambitious, collaborative person, passionate about our cause to join us at this exciting time.

- ✓ **Do you take pride in your work?**
- ✓ **Are you an excellent communicator?**
- ✓ **Could you ensure the efficient and effective administration of the Home-Start office?**
- ✓ **We want to hear from you!**

Key Responsibilities of this varied role:

- General office duties including report writing, database management, photocopying, diary management, filing and mailing etc
- Providing administrative support to assist in the recruitment and support of volunteers
- Working with all other members of the team to ensure good safeguarding practice in all aspects of Home-Start's work
- Assisting with hospitality for visitors to the office
- Preparing reports, newsletters, minutes of meetings and publicity material
- Supporting events and meetings as required

Home-Start is committed to equality of opportunity and particularly encourages applications from candidates from under-represented groups in charity senior leadership. We welcome applications from candidates with diverse backgrounds and lived experience of the challenges that face families. As a charity working to support diverse families, we are deeply committed to flexible working and juggling the demands of individual circumstances to make this job work for you.

We are committed to making Home-Start Morecambe and Lancaster a fantastic and supportive place to work and all our roles come with a range of benefits including flexible working, family friendly policies, workplace pension, learning and development opportunities and access to a 24-hour confidential counselling service.

For an application pack, please email enquiries@homestartbfw.org.uk

Closing Date: 7th April 2023 **Proposed interview Date:** week beginning 10th April 2023