

Part-Time Administrator – VALUES Learning Disabilities Service

Leicester City Centre, LE1

Part-Time, 21 hours

Pro-rata £11,539 per annum (£19,232 full-time equivalent)

This is rare opportunity to work with a sector leading Charity helping to change lives for the better. Our VALUES Team works to help people with learning disabilities in Leicester to be independent, make new friends and have fun.

We are seeking an Administrator to support our growing VALUES Service Team working to support people with learning disabilities. You will work as part of a fast paced service but also independently ensuring high service levels.

You will deliver an efficient, customer focused and professional administrative service for the team, overseeing the effective practical operation of the back office function, to support service delivery.

This role requires a proactive and dynamic approach, excellent administrative and organisation skills, a keen eye for detail combined with the ability to process detailed information, handling sensitive client information, prioritise and multi-task. No day is same in the Team, so flexibility and a “can do” attitude are a must.

The role is varied and duties include maintaining and updating VALUES systems and databases, issuing and processing Invoices, reviewing staff timesheets, updating VALUES website, organising servicing and taking minutes at meetings, servicing social media posts and VALUES website updates, providing information and communications for colleagues, service users and family in a variety of formats and supporting the team in all other aspects of administration and co-ordination.

A detailed job description, person specification and application form for the role can be found here <https://valonline.org.uk/work-for-val/>

This is a great opportunity to work for a sector leading, diverse and ambitious organisation, with a vision for growth. The successful applicant will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave plus bank holidays and a 6% employer pension contribution.

Closing date: Monday 4 July 2022, 4pm

Interview date: Friday 8 July 2022

For an informal discussion regarding this post, please contact Ben McKeown ben.m@valonline.org.uk

