

**COMMUNITY SAFETY ADMINISTRATOR (PART TIME) – 2 DAYS PER WEEK – THURSDAY AND FRIDAY (14:48 MINUTES PER WEEK)**

**£18,870 - £20,541 (pro rata) + Benefits**

We have an exciting opportunity for a talented and experienced Community Safety Administrator.

You will be responsible for providing administrative support to the Community Safety function.

The Service values and respects the diversity of its employees, and aims to recruit a workforce that represents the communities we serve. We welcome applications irrespective of people’s race, disability, gender, sexual orientation, religion or belief, age, gender identity, marriage and civil partnership, pregnancy and maternity.

**Required Skills/Experience:**

* Experience of working in a busy administrative environment.
* Able to act on own initiative and work unsupervised.
* Skilled in the areas of minute taking, recording budgets, time management and the organisation of events and meetings.
* Experienced in analysing data and researching information.
* Experienced with the SAP Financial Management System.

**What we can offer you**

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose build office in Washington, with ample free parking and easy access from the A1 and A19. On site facilities include catering facilities and an onsite gym. The role also benefits from an attractive package, including up to 22 days holiday and public holidays, Local Government Pension Scheme and access to a range of social and volunteering opportunities.

Closing Date: 27 January 2019

Interviews: Week commencing 04 February 2019.

