

Administrator

(temporary until March 2023 with possibility of extension)

Durham Young Carers Services

£17,555-£19,471 per annum, pro rata (Grade 1 Point 6-10)

16 hours per week

We are looking for an enthusiastic, self motivated and efficient administrator to provide support to the Durham Young Carers Service based at Butterwick Hospice, Bishop Auckland, in County Durham..

Family Action's Young Carers Service known as: The Bridge, ensures that children and young people are not disadvantaged by their caring responsibilities and they have the support they need to learn, develop and thrive, to enjoy positive childhoods and to achieve their potential.

You will have excellent knowledge of office systems and procedures, an understanding of Windows and Microsoft packages and be efficient in both navigating and inputting data base information. You must have excellent organisational and time management skills and be experienced in carrying out busy front of house role. You will also be required to support the Active Families project by processing information relating to incoming referrals and data collected throughout the project.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operate with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

*Appointments are subject to Family Action receiving an enhanced disclosure from the Disclosure and Barring Service that we consider acceptable.*

For an application pack and further information, please visit

[www.family-action.org.uk/workingwithus](http://www.family-action.org.uk/workingwithus)

Please email completed applications to: [completed.application18@family-action.org.uk](mailto:completed.application18@family-action.org.uk)

Closing Date: 20 September 2021, Midnight

Interview date: 6 October 2021

*Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.*