

# Administrator

Salary £16,781 pro rota per annum (NJC 14 - 17)  
Part Time Position - 30 hours per week

Home-Start South East Dorset has an exciting opportunity for an experienced Administrator to join our enthusiastic, professional team based at our offices in Kinson, Bournemouth.

Home-Start offers support, friendship and practical help to parents with young children in our local communities so you will need to be passionate about helping parents and children experiencing a range of difficulties.

The role is to provide efficient and effective administrative support to the organisation's staff and trustees therefore previous experience and knowledge of secretarial / admin work, Microsoft Excel, Word, Outlook and PowerPoint systems is essential. Duties will include general office administration, maintaining accurate and confidential records, the organisation's website, data input, hospitality and organising events.

You need to be a team player, have excellent communication skills, be the welcoming face of the organisation as well as being able to use your own initiative.

**Closing date:** Thursday 11<sup>th</sup> January 2018 at 16.30pm

**Interview Date:** Wednesday 17<sup>th</sup> January 2018

Home-Start South East Dorset  
Company Limited by Guarantee, Company No: 5387939  
Registered Charity Number: 1109046



**Home  
Start**  
Support and friendship  
for families

## Home-Start South East Dorset

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Tel: 01202 574877

For an application pack and supporting information please either

- e-mail: [office@homestartsoutheastdorset.org.uk](mailto:office@homestartsoutheastdorset.org.uk)
- or telephone the office: 01202 574877
- or visit our website: [www.homestartsoutheastdorset.org.uk](http://www.homestartsoutheastdorset.org.uk)

Home-Start is committed to equal opportunities and to safeguarding children and vulnerable adults.

An enhanced Disclosure and Barring Service check will be required for this role.

