



Administrator

Job title: Administrator

Salary: 25 hours a month part-time (£19,500 pro rata)

Location: South Northamptonshire

Are you passionate about making a difference in young people's lives? If you are then we have the perfect role for you!

South Northants Youth Engagement (SNYE) are a new youth charity with funding to promote and coordinate activities and services for local young people across the district. This is an exciting and unique opportunity to be involved in the development of new community-based youth provision in South Northants. We are looking for someone to provide administrative support to the charity's trustees and paid staff. You will be well supported by the youth charity's coordinator and trustees.

We require someone to provide administrative support to the charity. We are looking for someone who is enthusiastic and well organised. You will have excellent communication skills and be a team player who is flexible in their approach.

- You will need to be able to write well, to communicate effectively;
- You will be a key team member within a small team
- The successful candidate will have an excellent knowledge of computer systems including Microsoft applications;
- The successful candidate must be able to work to deadlines on their own initiative and as part of a team.

You will need to be flexible with your work time to include attending planning and reviewing meetings (some of which will take place in the evenings). The majority of the work can be done at home but we can provide office space.

We offer an attractive salary with extras, including, flexible working. (There is potential to increase hours through additional funding)

Please contact SNYE by email: admin@youth-engagement.co.uk for an Application Pack with full Job Description and Person Specification.

You can also visit our website: www.youth-engagement.co.uk

The deadline for all Applications is 18th April 2021.

Interviews start w/c 26th April.