



Job Advert – Temporary Administrator

Ladywood, Birmingham

Salary Range: £17,500 - £18,500 (pro rata) 6 months initially.

Depending on experience

Karis Neighbour Scheme is seeking to appoint a part-time Administrator to provide support to staff across its various projects and to be a first point of contact for those visiting our busy office.

This is a part-time post for 21hrs a week to be worked flexibly. It will be contracted for 6 months, with the possibility, with sufficient funding, that this will become a permanent post.

For Job Description and Person Specification please contact

Harry.Naylor@karisneighbourscheme.org

Please apply online by sending your CV and Supporting Information* to

maddy.bunker@karisneighbourscheme.org

*SUPPORTING INFORMATION: Please describe in less than 600 words why you would like this position and provide any further information to support your application. It is vital that you highlight relevant experience and skills to address the Person Specification provided.

Deadline for Applications: 4pm, Friday 26th October
Interviews to be held week commencing: 5th November