



**Team Administrator**

**Adoption Support, Yorkshire**

**£12,092 - £13,412 per annum - (£17,209-£19,087 FTE)**

**28 hours per week**

We are looking for an enthusiastic and competent Team Administrator to help support and provide administration support, both in person and on the telephone, as well as assisting with a range of ad-hoc tasks to help keep our office running smoothly and efficiently.

**Our Values:**

**People focus, Mutual Respect, Excellence-in-all-we do and a Can-Do attitude.**

If you can relate to these and have the necessary skills and attitude we can offer you:

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on going quality training
- The opportunity to become part of FA initiatives
- Flexible working hours
- Managed work loads with regular supportive and reflective supervision

You will be responsible for liaising with various stakeholders to ensure the smooth running of the service. You will provide general administrative support to the whole team, diary management, and contribute to maintaining accurate reports and records.

The successful candidate will have the ability to work on your own initiative and problem-solve. You will possess excellent organisation skills and attention to detail as well as be proficient with computer and IT systems. Due to the nature of the service, you will be expected to demonstrate sensitivity, diplomacy and handle confidential matters.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation that strives for excellence in all we do and operates 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.application27@family-action.org.uk](mailto:completed.application27@family-action.org.uk)

**Closing date: Friday 19 April 2019, 5pm**

**Interview date: tbc**

*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.*