



Administrative Assistant, Bradford Perinatal and Therapeutic Service, Bradford

37 hours per week

Grade 1 (upper): £17,555 - £19,471 per annum

Permanent Contract

Are you a resourceful person with excellent people and organisational skills? If so, Family Action has an exciting opportunity and would love to hear from you.

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

We are looking for an Administrative Assistant to work across our highly regarded Perinatal Support Service, Children and Families Therapeutic Service & Survive and Thrive Support Service.

Your contribution

As an Administrative Assistant you will offer a positive welcome to our families and visitors and oversee the smooth running of our front office. In addition, you will carry out administration duties to ensure our families receive high quality services.

Your skills and experience

We are looking for an organised multi-tasker with a positive approach who enjoys working with people. You will have experience of working in a customer facing role, using a booking system and be able to use IT efficiently. You will have high levels of numeracy and literacy skills.

What's in it for me?

You will join a positive team passionate about delivering best practice to our families in Bradford. You will be supported by a Senior Administrator, a friendly team of Bradford Managers and an organisation that offers you continuous learning and development. You will have the opportunity to develop in an organisation that values your contribution, offers staff initiatives and supports you through regular, reflective supervision.

Family Action are committed to Equality, Diversity and Inclusion in all that we do and we particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates, candidates with disabilities, because we are committed to increasing representation of these groups at Family Action. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel costs if you attend an interview.

We'll offer you flexible working hours, a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We have an excellent wellbeing offer and we'll invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and

have the opportunity to thrive in an innovative, non-hierarchical organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which 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.

Please complete an application form to be considered for the role. For an application pack and further information visit www.family-action.org.uk/workingwithus.

Please email completed applications to: completed.application24@family-action.org.uk

Closing date: 14th May 2021, 9am

Interview date: 25th May 2021

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.