

Administration Officer

Terms of contract



Reports to:	Charity Manager
Salary:	£10,000 (£35,000 pro rata)
Hours:	Part-time 10 hours a week. These hours can be flexible either across two or three days
Location:	This is a hybrid role that may involve both office and remote working
Contract:	Fixed term contract, subject to completing a 3-month probationary period. All positions are subject to funding
Leave:	22 days paid holiday per year plus bank holidays (increasing to 25 days after three years' service)
Pension:	Auto-enrolment scheme (after successfully completing the probationary period)
Benefits:	Office closure between Christmas and New Year. Occupational sick pay (after successfully completing the probationary period)