

Project Administrator

- Fixed Term contract to 30 June 2022
- £22,727 per annum, pro rata
- Up to 30 hours per week, flexible hours possible
- Employer's pension contribution 5.5% (the level of this is reviewed annually).
- Annual Leave entitlement starts at 25 working days (pro rata)

Fulfilling Lives: Multiple and Complex Needs South East Project

The Fulfilling Lives Southeast Project started in 2014 and is funded until June 2022 by the National Lottery Community Fund. It is led by BHT and is one of twelve inter-linked projects running across England. It focusses on achieving more effective, more efficient and better co-ordinated services for people with multiple and complex needs.

For more information please see <https://www.bht.org.uk/fulfilling-lives/>

This is an exciting opportunity for a highly organised and competent administrator to join Fulfilling Lives for the final 6 months of the project.

The post holder will provide administrative support to the senior managers and duties will include diary planning, meeting scheduling and facilitation, minute taking, as well as other administrative tasks.

The post holder will need to demonstrate competency in a range of Microsoft office tools, in particular Outlook and Teams. We are looking for good communication skills, a proactive and flexible approach to taking on tasks and a willingness to play an active role in team and project activities.

Closing Date: 12 noon, Friday 21 January 2022

Interview Date: W/C 31 January 2022