

# Home-Start Administration Assistant

£5,734 per annum (actual salary)

Home-Start is a voluntary organisation committed to promoting the welfare of families in Wrexham.

<b>Job Title</b>	Administration Assistant
<b>Location</b>	The Salvation Army Building, Wrexham
<b>Hours of Work</b>	12 Hours per week
<b>Employer</b>	Home-Start County Borough of Wrexham Trustee Board
<b>Responsible to</b>	Business Support Manager

Join our committed and enthusiastic team to assist the scheme in providing excellent family support to families living in Wrexham.

- Can you offer empathy and understanding when people are feeling at their most vulnerable?
- Do you have experience of working in a busy front line service?
- Do you have excellent IT and admin skills?
- Do you have a positive approach with strong communication skills?
- Do you have a good standard of education?

You will work within a very busy office environment where you will need the ability to work on your own initiative and under direction of senior staff.

You will support all monitoring and evaluation work of the service in addition to general office duties.

A flexible positive attitude to change.



Cefnogaeth a chyfeillgarwch  
i deuluoedd  
Support and friendship  
for families

**Home-Start County  
Borough of Wrexham**

**Salvation Army Building  
Garden Road  
Rhosddu  
Wrexham  
LL11 2NU**

**[louise.hscbw@gmail.com](mailto:louise.hscbw@gmail.com)  
01978 366660**

## To apply:

Application packs will be  
available from the scheme  
(details above)

**Closing Date for application:  
FRIDAY 9<sup>th</sup> NOVEMBER  
2018**

CVs will not be accepted.

*The post will be subject to  
enhanced DBS and safer  
recruitment checks.*