

# We're Hiring!

## Administrator



Hope at Home is a UK hosting scheme for survivors of modern slavery and human trafficking facing homelessness. We train and support hosts to welcome a survivor into their homes and rebuild their lives.

Are you highly organised, self motivated and experienced in administration?  
Do you want to use your skills to make a difference to survivors of modern slavery

***Join our team!***

### **Key activities:**

- Providing administrative support to the organisation.
- Data entry on financial and database systems.
- Supporting the CEO by compiling reports, research and phone calls.
- Completing online DBS checks.
- Utilising social media platforms to promote the organisation.

### **You will need:**

- Proficiency in the use of Microsoft Office to produce data and reports and a case management system or database.
- The ability to remain calm under pressure, lots of self-motivation and the ability to work enthusiastically as part of a team.
- Experience of using social media platforms to promote and target specific audiences.
- Outstanding time management skills, a proven ability to multi-task and a willingness (when safe and permissible) to occasionally travel within England and Wales.
- Excellent written and verbal communication skills.
- Experience of overseeing the completion of DBS checks.

**Salary:** £4000 per annum (actual)

**Working hours:** 7 per week, worked flexibly with agreement of Manager.

**Contract:** Initial 12 months (thereafter continuing subject to funding)

**Details:** 25 days annual leave + bank holidays (pro rata)

**Closing Date:** 16th October 2020

**Interview Date:** TBA

For further information about the role and how to apply please email [info@hopeathome.org.uk](mailto:info@hopeathome.org.uk)