

Job description: Home-Start Administration Assistant

Job Title: Administrative Assistant

Location: Stonehouse (Onsite parking available)

Job Type: Part-time (10 hours per week ideally over 2 days)

Interview date: April 1st

Closing date: 26th March 12pm

About Us:

Home-Start is a voluntary organisation committed to promoting the welfare of families with at least one child under five years of age. Trained home-visiting volunteers offer regular friendship, emotional, and practical support to help families experiencing a challenging time in their lives. Our service is unique as we also offer free support peer groups, antenatal, postnatal, and perinatal mental health services. For more details, please see our website: www.homestartsd.org.

Job Summary:

The Administrative Assistant will provide clerical and administrative support to the team and Operations Manager to ensure smooth office operations. The role requires an organised and flexible approach, with a commitment to confidentiality and high standards of practice.

Key Responsibilities:

- Perform general office duties, including photocopying and filing.
- Assist the team in maintaining efficient, accurate, and confidential records.
- Support data entry and production of statistics using a computer database (full training provided).
- Handle incoming and outgoing correspondence, including emails and phone calls.
- Perform other administrative duties as assigned.

Qualifications & Skills:

- Strong organisational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to maintain confidentiality and adhere to Home-Start's ethos and values.
- Good written and verbal communication skills.
- Ability to work independently and collaboratively within a small team.
- A Criminal Records Bureau check will be required.

Benefits:

- Reimbursement for any out-of-pocket expenses incurred in the course of duties.
- Supportive and friendly working environment.
- Opportunities for professional development.

How to Apply:

Interested candidates should submit a CV and covering letter to Shelley James – Enquiries@homestartsd.org by **12pm Wednesday 26th March**

"We are an equal opportunities employer and welcome applications from all qualified candidates regardless of race, gender, disability, age, sexual orientation, religion, or any other protected characteristic."