



Home-Start West Dorset



**“Families, the building blocks of our society,
are under greater stress than ever”**

Home-Start is a national family support charity that helps parents to build better lives for their children. Our volunteers provide support and friendship to more than 30,000 families every year.

Home-Start West Dorset requires an

ADMINISTRATOR

22.5 hours per week [Monday, Wednesday, Thursday 9:00 – 5:00]

Salary: £17,681 - £18,672 pro rata

Home-Start is a voluntary organisation committed to promoting the welfare of families with at least one child under 5 years of age. Parent volunteers offer regular support, friendship and practical help to families under stress in their own homes helping to prevent family crisis and breakdown.

The Administrator role is a key position providing a friendly, professional and efficient service to a small staff team and trustees to ensure the smooth running of the office. The successful candidate will have experience of providing administrative support, working independently and should possess a good understanding of the issues of working with families. They will also have a good knowledge of general office practices, and be proficient in the use of Microsoft Office, Word and other computerised systems.

The post is based in Dorchester.

Applicants will be required to undergo an enhanced disclosure check with the DBS.

For further details, informal enquiries and an application pack, please contact:

Home-Start West Dorset on 01305 265072

or email office@homestartwestdorset.co.uk

Closing date: 17.00 on 1 February 2019

Interview date: 19 February 2019

HSWD is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

HSWD is committed to equal opportunities.

Registered Charity No. 1122122

