



Position: Project Admin Assistant
Part Time: 20 hours £9,000 per annum
Application Closing Date: 19 June 2017
Employer: Listening Ears Charity
Department: Rosebud Centre for Girls

Job Purpose:

To provide an efficient and organised administrative support to the team, thus enabling Rosebud Centre to deliver a high level of service to its users.

Job Description:

Project Assistant required to work with a growing charity organisation based in the London Borough of Greenwich providing core services of support and empowerment across various backgrounds and age demographics. Candidate will be working specifically in the Rosebud department, engaging with young women under 20. Rosebud Centre for Girls is a long term project of Listening Ears. Candidate will be experienced in the fields of administration and basic book keeping, as well as direct engagement with young people. This role provides the candidate with potential for training and progression into youth work if desired.

Key Responsibilities:

- Provide general administrative duties as required
- Provide the Project Manager with informative material, as well as accurate and timely reports of administrative and operational matters
- Organise the provision of equipment, office supplies and services
- Deal sensitively with general enquiries made to Rosebud Centre and provide a warm, welcoming and professional reception to users of the Girls' Centre

Essential skills:

- Administrative experience: Database management and Data analysis
- IT Skills: Proficiency with Word, Excel, Access, Publisher and PowerPoint
- Communication skills: Reception duties, telephone calls
- Experience in youth work and familiarity with issues affecting young people
- Strong emphasis on creativity and ability to use own initiative
- Ability to prioritise and manage own workload

Desirable skills:

- Flexibility with weekend availability
- Ability to take on additional roles such as Presentations, Promotions and Marketing
- Knowledge of how to engage with young people and assisting with workshop sessions