



Administrator - 35 hours per week (suitable for job share)

Salary range SCP 14- 21 (£17,681 to £20,541 depending on experience)

You will provide audio/copy typist support to all staff. In addition, you will work on various databases and the full range of Microsoft software including Office 365, Publisher, Excel and Access.

Assessment Supervisor - 21 hours per week

Salary range SCP 22- 25 (£21,074 to £23,111 pro rata depending on experience)

You will provide direction and supervision to our volunteer Assessment team who take calls during our Assessment sessions, 10-2pm, Monday to Friday. You will also provide cover for assessments when needed, dealing directly with potential clients.

Derbyshire Law Centre® is striving to be an equal opportunities employer and welcomes applications from all sections of the community. Family friendly terms and conditions.

Application pack (no CVs) from:

www.derbyshirelawcentre.org.uk (under news and events),

Email: dlc@derbyshirelawcentre.org.uk,

Write to: 1 Rose Hill East, Chesterfield, S40 1NU

Tel: 01246 550674, Text: 07781482826

Closing date: Monday, 11th June 2018 at 9.30am