

**Part time Administrator (Receptionist) - Permanent**

**Starting salary** – £19,650

**Salary scale** – SCP 5 to 11 (£19,650 to £22,128) pro rata (£8,983 - £10,116)

**Contract** –Part time - 16 hours. Permanent contract, Thursday and Friday.

**Job share** – Not suitable for job share

**Application Deadline** – 9am Wednesday 25th May

**Interview:** Tuesday 31st May

**Benefits**

* 31 days' annual leave, plus 12 bank holidays (pro rata)
* Flexible working arrangements, including TOIL
* Excellent Pension Scheme with Employer Contribution at 8%
* Family friendly policies
* Casual smart dress code

**A full Job Description, Person Specification and an application form are available on our website -** [**www.derbyshirelawcentre.org.uk**](http://www.derbyshirelawcentre.org.uk) **under the news and events page. NB: APPLICATIONS MUST BE SUBMITTED ON THE FORM AS WE DO NOT ACCEPT CVs.**

Do you fancy working for a forward thinking and proactive advice charity? Derbyshire Law Centre is a thriving charity based in Chesterfield, Derbyshire specialising in social welfare law.

**The role**

You will work as a member of a dedicated admin team all of whom provide an essential service to the professional running of the organisation. Within the role you will be responsible for answering the telephone to residents of Derbyshire and the surrounding area and dealing with visitors to our reception area. You will also be expected to provide data inputting.

The ability to complete different tasks, whilst dealing with interruptions from various sources is an essential part of the role.

This role is required to work from the main office which must be staffed between 9:30am to 4:30pm. Cover for breaks is provided. The additional 2 hours are open to discussion.

We are looking for someone who is self-motivated and conscientious and who is keen to achieve results as part of a team.

**Location of post**

The post will be based in our main Chesterfield office.

**Required Education, Skills and Qualifications**

No qualifications are required; however, it is essential to have experience of dealing with people face to face and over the telephone who may be distressed, whilst working in a busy office. Computer literacy and RSA type writing would be advantageous.

**Organisation**

Derbyshire Law Centre is a registered not-for-profit legal charity. The Law Centre has been in existence since 1989 and enjoys support from public and voluntary sectors and communities across Derbyshire. Its primary aim is to provide free specialist legal services in areas of social welfare law to individuals and families on low incomes, including debt, discrimination, housing, employment and immigration.

Derbyshire Law Centre is a Disability Confident employer.

Derbyshire Law Centre strives to be an equal opportunity employer. Applicants from BAME and LGBTQ+ communities are particularly encouraged to apply as those groups are currently under-represented in our work force.

**Covid 19 information**

For business continuity this role is required to work in the office at all times.

All offices and interview rooms remain Covid 19 secure. Full PPE is available to all staff, volunteers and clients and will remain so whilst the virus is still active within the community

All policies affected by Covid 19 are regularly reviewed.

**A full information pack for this post is available through Derbyshire Law Centre website, under the news and events section.**

If you require any further information, please contact Nikki Tugby on 01246 550674.