



Job Advert

Systems Support Worker

Fixed term contract until 30th June 2019
18.5 Hours per week
Scale 5 Pt 22- £20 661- £22 65825 (pro rata)

The post is partly funded by Calderdale MBC and The Big Lottery.

This post requires an experienced administrator with expertise in, and an understanding of systems and processes to enable effective and efficient running of our services in Calderdale.

The post will also support the work of the Chief Executive and the Senior Management Team.

The ideal candidate will have excellent IT and strong administration skills and experience of using databases (e.g. Microsoft Excel and Access) and the ability to produce management information

The role will be based in our Calderdale Office and the successful candidate will work closely with the other administrative and systems office staff in Calderdale to ensure the smooth running of WomenCentre.

WomenCentre is an organisation that promotes safeguarding practice across all our service delivery and staff and volunteer recruitment.

For an informal discussion please contact Angela Everson 01422 386545 or Lynn Walsh 01422 386508

Closing date **9am 25th October 2017**

Short listing **25th October 2017 pm**

Interviews **27th October 2017**

Application packs can be downloaded from www.womencentre.org.uk

All completed applications to angela.everson@womencentre.org.uk

This post is open to women only – Equality Act 2010, Schedule 9, Part 1 applies

23 Silver Street, Halifax, HX1 1JN

www.womencentre.org.uk

Company number: 06084795 Charity number: 1118366