



Administrator to Chief Officer and Trustee Board.

Hours: 15 per week. Monday - Friday, 9am - 5pm.

(Hours to be decided with successful candidate)

Salary: £16,965 (pro rata). Actual salary: £7,020

33 days annual leave pro rata including Bank Holidays

Personal pension scheme.

Responsible to: Chief Officer

For an application pack email: lindsayc@northlancashirecab.org.uk

Closing date for applications: 9am - Friday 25th January 2019

Late applications will not be considered.

Interview date: Week beginning Monday 28th January 2019.

You will be responsible for providing administration support to the Chief Officer, the Trustee Board and the paid and unpaid team at Citizens Advice North Lancashire.

You will be expected to work from both our Lancaster and Morecambe offices and will be required to work one evening every other month.

You will maintain and develop administrative systems and ensure we are compliant with all timetabled actions; including assisting the Chief Officer and Chair of the Board with our audits, reports, memberships and Citizens Advice processes.

You will demonstrate high standards of literacy, numeracy and IT skills and it is essential that you have experience of using spreadsheets and creating written and graphical reports.

The successful candidate must have excellent communication skills, a flexible and adaptable approach and be able to support the team of staff and volunteers

to ensure they can develop their skills and work to the highest standards of the Citizens Advice Service.

You will also help develop our social media output and design and create publicity including that needed for our website.

You will become part of our professional and friendly team, providing excellent service to our clients and funders.

We do not accept CVs.

Obtain our application pack from:

lindsayc@northlancashirecab.org.uk