



Whitehaven Harbour Youth Project

Swingpump Lane, Whitehaven, Cumbria, CA28 7LZ

Tel: 01946 690404

Email: admin@whyp.org.uk

Job Title	Office and Finance Administrator
Salary	£17,491 to £19,260 Pro Rata and depending on experience
Hours	Part Time, 18 hours per week. Typical working hours are between 8.30am and 1.30pm over 4 days but flexibility is required to meet demands of the business.
Organisation	The Whitehaven Harbour Youth Project offers young people opportunities to develop their potential, to understand themselves and others, to enjoy life, and to contribute positively to the world. Through our youth clubs, sports and outdoor adventures we work with over 1000 young people each year. In addition our premises and office space is available for rental by other organisations and is open 7 days a week including weekends.
Responsibilities and Duties	We are looking for an experienced administrator with excellent organisational skills who is adept at working on their own initiative and as part of a team. The successful candidate will play a key role in the customer service and organisation of the charity. Specific duties include diary management, upkeep of financial records, reception duties, managing client bookings, ordering consumables, upkeep of filing systems, updating social media and marketing materials, and general office cover. This is a small but exceptionally busy office and the post holder will regularly be the first point of contact for visitors and new customers. They must have a positive approach and be able to adapt to rapidly changing priorities and a variety of duties.
Person Specification	<ul style="list-style-type: none">- Previous experience of working in an administrative role including financial responsibilities- Excellent organisational skills- Good working knowledge of Microsoft Word and Excel- Demonstrable high standard of customer service and professionalism in both written and spoken communications- The post is subject to an enhanced DBS check
Start Date	October 2018
Apply	Please forward a covering letter detailing your suitability and experience for the role, together with your CV, to gina@whyp.org.uk . Deadline for applications is midnight on 2 nd September 2018. Interviews will be held during the week commencing 3 rd September 2018.

