



LEWISHAM SPEAKING UP

Job Opportunity

ADMIN OFFICER (PART TIME – 15 hrs a week)

£21k pro rata

This is an exciting and challenging opportunity for a confident person to work for a small but developing charity situated in South East London.

Lewisham Speaking Up is an Advocacy organisation that speaks up for people with learning disabilities living in Lewisham. We are a strong team that works hard to give our beneficiaries a stronger voice.

Reporting directly to The Director you will have all round administrative skills with knowledge and experience of using Microsoft packages. A background in charity administration is desirable, two years office admin experience is essential. You will have excellent interpersonal skills and be able to communicate with a range of different people, including staff colleagues, our beneficiaries who are people with learning disabilities, our trustees, and people from both the charity and statutory sector. Building and maintaining positive relationships with people is crucial.

The workload will be busy and varied; therefore, you must be flexible and able to manage your time efficiently.

You will be joining this charity that is in an exciting stage of growth and when we have more projects than ever before. This is a fantastic opportunity to be part of a supportive, collaborative and friendly team.