



## **Vacant Post – Administration & Publicity Coordinator**

We are looking for a highly motivated and skilled individual who is efficient, organised and an experienced administrator. Your role will be as an Administration and Publicity Co-ordinator to assist in the running of busy and dynamic Families & Children's Centre. This will involve a wide range of administrative duties including data collection and input in to various E support systems, answering the telephone and dealing with face to face enquiries. You will take a lead on our Social Media outputs. You will have considerable experience in administration and be interested in working in the voluntary and community sector for a registered charity. You will have excellent interpersonal skills and enjoy working within a multi-disciplinary team, with a diverse group of colleagues and service users.

Salary £22,000 per annum

Working hours: 35 hours over 52 weeks

Closing date for applications Friday 23rd August 5pm

For further information and an application pack please contact shepherds Bush Families [tinamayers@sbf.org](mailto:tinamayers@sbf.org) or [beatrice@sbf.org](mailto:beatrice@sbf.org) 020 8749 2371