

**RELATE WEST SUSSEX**

**MANAGEMENT ADMINISTRATOR**

**21 hours per week**

**£13,310 pro-rata (FTE £22,183)**

Relate West Sussex is looking for a Management Administrator to provide administrative support to the Relate West Sussex management team and board of trustees. Relate offers counselling services to couples, families, individuals, and children and young people. The successful applicant will join a small, caring team of staff and will work closely with the Centre Manager and Finance Manager on a wide range of tasks including oversight of the organisation’s bursary scheme, raising invoices and monitoring receipt of payments, producing data and reports, and providing administration around HR processes, risk assessments and board meetings. In addition they will be responsible for raising awareness of Relate West Sussex services through regular contact with partners, social media channels and updating the Relate West Sussex website. We are looking for someone who is reliable and self-motivated, comfortable working within a small team and also happy working alone. Applicants must be highly organised, with good spoken and written communication, excellent computer skills, and with a proactive approach to tasks and projects.

This role is part-time and will be based partly in our Crawley office and partly at home. Exact working hours will be agreed between the organisation and the successful candidate.

**Closing date:** 9am Tuesday 23rd April 2024

**Interview date:** Monday 29th April 2024

**For an application pack, contact Lisa Phillips, Centre Manager at:** **lisa.phillips@relatesussex.org**