

Administrative Assistant

Would you like to join a friendly and professional team working for a homelessness charity that helps people throughout Pembrokeshire?

Pembrokeshire Action for The Homeless is committed to building a team of employees who are a diverse, inclusive and talented. Each one is committed to making a real difference to the lives of the people that they work with.

PATH is genuinely committed to promoting inclusion, cultivating a sense of belonging for all team members. We fully advocate for, cultivate and support an inclusive working environment where staff treat each another with dignity and respect.

We welcome, and actively encourage, applications from as wide and diverse a range of applicants as possible, because we value our differences.

We are looking for someone to join our team to provide administrative support across various areas of our work.

This will be a challenging and interesting role and will play an important part in helping your colleagues provide advice and support to people facing homelessness and who need help in maintaining their tenancies.

We have skilled, committed and dedicated staff working for PCS and they are fundamental to our success. We offer a safe and supportive environment that allows team members to gain confidence, skills and experience. Find out more about our Equality and Diversity Policy here: [Careers – PATH \(pathpembrokeshire.co.uk\)](https://pathpembrokeshire.co.uk)

Please visit our website for more information about the charity:

[PATH: Pembrokeshire's Leading Homelessness Charity \(pathpembrokeshire.co.uk\)](https://pathpembrokeshire.co.uk)

This is a permanent post is for 37 hours a week from Monday to Friday. We will consider applications from people who wish to job share and also welcome applications from people who could benefit from the ReAct+ scheme: <https://businesswales.gov.wales/skillsgateway/skills-and-training-programmes/react>

The salary will be £20,048.00 per year.

You will need to be motivated, self-driven, flexible and have excellent time management skills.

Essential:

- IT skills including Microsoft Office applications
- Good communication skills and a pleasant telephone manner
- Good time management
- The ability to work quickly, calmly and accurately while under pressure

- Familiarity with office procedures and work programmes
- Accuracy and attention to detail
- Ability to work as part of a team and also unsupervised

To apply, please email your CV and covering letter indicating what life experience and/or transferrable skills you could bring to this role.

Send your completed application to fiona.phillips@pembrokeshirecaresociety.org.uk

Closing Date:

Interview Date:

Expected start date: To be agreed

Benefits:

- Company pension
- Parking
- Smart-casual dress code
- Free tea and coffee