

School for Social Entrepreneurs Hampshire Administrator

Part time (30 hours per week), Winchester
Salary scale: £18,076 - £20,345 per annum (full time equivalent)
£14,656 - £16,496 per annum (for actual hours)
Excellent Terms and Conditions
Closing date: 28 February, 9am

Do you want to be part of changing people's lives, through the promotion and development of social enterprise activities in Hampshire?

We are seeking an enthusiastic, organised and effective administrator to support our social enterprise activities, particularly our School for Social Entrepreneurs programmes, which provide training and development for people to run successful businesses that help the community and address social problems.

Are you

- Able to quickly build strong working relationships and have a 'can do' attitude?
- Organised, flexible and able to work on your own initiative?
- Able to communicate confidently with a range of different people?
- Able to work on your own initiative to a high standard?

Download an application pack from: <http://actionhampshire.org/about/recruitment>
or contact the Admin Team on 01962 854971.

*For an informal conversation about this role, please call
Sandie Davis, Enterprise Co-ordinator, on 01962 857384.*

Please send completed applications to Rachel Hurd:
By email to: rachel.hurd@actionhampshire.org
or by post (marked private and confidential) to: Rachel Hurd, Action Hampshire, Westgate
Chambers, Staple Gardens, Winchester, SO23 8SR