



## THE RISE CHILDREN'S CENTRES NORTH WILTSHIRE

*“Through unconditional love, commitment & passion we seek to enable all children, young people and adults to be the best they can be.”*

### SENIOR SERVICE ADMINISTRATOR

*Are you a warm and passionate person who wants to work with children and families in ways that make a real difference to their lives? Are you looking for a new challenge?*

The RISE Trust is a charity that works within the North of Wiltshire and we are passionate about delivering high quality, support services to our children, young people and families. The Rise Trust works with families to help them to get back on their feet and to deal with life's challenges, to make things better for them, and their children.

The RISE Trust is seeking to appoint a new team member to support our Children's Centre work across North Wiltshire. This senior administrator role requires excellent skills in HR administration, managing our safeguarding procedure, minute taking, and record keeping.

Post available:

- Senior Service Administrator: £10.33 per hour.
- This post will be based in Chippenham.
- Hours: Minimum 30 hours per week, all year round working.
- Provides on-going training and opportunities to progress your career within a committed and supportive team of staff.
- Opportunities to work alongside senior managers.

Applicants must:

- Be passionate about supporting social action and outreach in the community.
- Have an understanding of safeguarding policy and procedures
- Have excellent diplomacy and communication skills in order to present information confidently
- Be positive, dynamic, energetic and robust.
- Car driver and use of a car essential



**Closing Date: 5pm, Friday 9<sup>th</sup> March 2018**

We will contact the shortlisted candidates by: **Monday 12<sup>th</sup> March 2018**

Interviews will be held on: **Wednesday 14<sup>th</sup> March 2018**

Please note that C.V.'s will **NOT** be accepted. A copy of the application form is available to download from our website: [www.therisetrust.org](http://www.therisetrust.org)

If you require any additional information, please contact: -

Sharon Hughes – Deputy CEO  
Spring Rise Children's Centre  
01249-464008  
[sharonh@therisetrust.org](mailto:sharonh@therisetrust.org)

The Rise Trust is a Christian community charity, which is totally diverse and inclusive. Members of staff are expected to have an empathy for, and an understanding of, our values and beliefs.

*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

*In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates*