



Team Administrator, PAC-UK

Based in Leeds

22.2 hours per week (part-time)

Grade 1 points 7-10: £18,278 - £19,666 FTE (£10,966.80 - £11,799.60 per annum)

Temporary Contract until 31 March 2023 (with the possibility of extension)

Are you a self-motivated, innovative team player, who is solution focused and passionate about making a difference? Do you have an excellent track record of providing excellent administrative support? If so, we want to hear from you.

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

PAC-UK's provides specialist support to all parties affected by adoption and permanency, supporting over 5,000 individuals and families each year. PAC-UK was rated as 'Outstanding' in all areas by Ofsted at their most recent inspection.

We are looking for an enthusiastic and competent Team Administrator to assist with a range of administrative tasks, primarily supporting our service and project delivery teams in the North. In this role you will be office based and part of our Leeds office administrative team.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

What will we offer you?

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operates with mutual



respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

For an application pack and further information please visit:

www.family-action.org.uk/get-involved/work-us/current-vacancies/

Please email completed applications to: completed.application3@family-action.org.uk

Closing date: **Wednesday 6th July 2022 at 10:00am**

Interview date: **TBC**

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

ID: 433