

About Skills for People

Skills for People is a user-led, voluntary organisation based in Newcastle upon Tyne. Since 1983 we have been supporting disabled people to speak up and take more power and control over their own lives. Our work is led by disabled people and their experiences are at the heart of all we do.

Our Dream is a world where:

- All people are valued and treated fairly.
- People are not left out because they are different.
- Disabled people are strong, confident and living the lives they choose.

Our Aims are to enable disabled people to:

- Lead rich and independent lives.
- Be living the lives they choose.
- Be included in the communities of their choice.
- Be strong, confident and able to speak up for themselves.
- Have more control over the organisations which affect their lives.
- Tell others about the challenges faced by disabled people.

About the job

We are recruiting an Administrator for our office, Key House in Jesmond, Newcastle upon Tyne. The post is part time time (17.5 hours per week). We would try to be flexible about when these hours are worked, however, we need to make sure that our office hours are covered between our two administrator staff members.

The Administrator will be one of two part time staff who provide administrative support to the staff team and volunteers. Each Administrator must make sure that correspondence which leaves the building is of a high standard and is accessible.

The Administrator will provide reception cover at Key House, offering a point of contact for everyone who comes into the building. It is a very busy environment, with lots of people coming and going throughout the day. The administrator must make sure that visitors and volunteers are welcomed, people are shown where to go for meetings, and telephone calls are dealt with appropriately.