

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, 24.5 hours per week (3.5 days). The Admin Team need to make sure our office is covered from 9am until 4.30pm every working day. We would like the postholder to work Monday, Tuesday and 10.5 other hours (which can be flexible).

The Administrator will be part of a small team of paid staff and volunteers who provide administrative support to the staff team and other volunteers. Each Administrator must make sure that all 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, and 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.