

The **halow project** is dedicated to creating opportunities and supporting young people aged 16-35 with a learning disability so that they are able to live independent, meaningful lives and become more involved in their local community.

Job Role: Business Support Officer

Hours: Full time, 37.5 hours per week

Annual Salary: £19,000 to £21,000 per annum (depending on experience)

Location: Guildford, Surrey

We are a young, vibrant, growing organisation passionate that the people we support have the right to expect the same life experiences and chances as any other young person and we are committed to making this a reality.

We are seeking a Business Support Officer to support with delivery of administration within our busy head office and to assist with HR and finance delivery. You will be responsible for assisting with all office services including premises management, company calendar and diary maintenance, office supplies, maintenance and procuring of office equipment, data entry, bookings and processing cash/card transactions, assisting with IT, HR and Finance projects. The successful candidate will be an effective and professional ambassador for the organisation with our staff, visitors, young people and stakeholders for **halow project** and **halow care**.

You will be the principal person welcoming and looking after visitors and keeping the **halow's** reception area clear and tidy and welcoming. You will need to possess an outwardly positive, friendly and professional manner in order to welcome office visitors, deal with telephone calls, enquiries and assist colleagues where appropriate. Excellent communication skills are essential.

Young people are at the heart of everything we do at **halow** and you will have daily contact with some young people coming into eth office and over the phone. You will also be receiving parents and practitioners and special visitors to the charity and act as a **halow** Ambassador in your reception duties.

This role supports our staff welfare, HR, H&S, IT and finance and general admin requirements and will suit a candidate with some experience and looking to develop their skills across the range on business management to a more senior role.

Ideally you will have experience of running an office or recruitment processes and front of house or customer facing duties. As part of the Business Support Team your aim will be to make sure staff have everything they need to perform their roles with our young people, making for a happy and smooth-running team and making **halow** a great place to work!

Closing date for applications: Friday 17th May 2019 at 5pm

Please note we will be interviewing throughout the advertising period so do not delay your application.

TO APPLY AND FOR MORE INFORMATION:

If you would like to find out more about this position and to apply, please click the button to be directed to our website to download the information pack and application form.

halow project is committed to equal opportunities and values diversity in its workforce.

Successful applications are subject to an enhanced DBS (formally CRB) disclosure.

Over 18 years**

No agencies please.