



## **General Administration Assistant**

**Fixed 6 month contract**

**Up to 15 hours per week. £8.50 per hour.**

Swindon Advocacy Movement (SAM) has a well established reputation of providing a range of advocacy services for people with care and support needs in Swindon. We are passionate about speaking out for the most vulnerable in our society and have created a flexible and responsive advocacy service enabling people to access their rights within health and social care services.

We are now looking for a General Administration Assistant to provide support for our advocacy teams on a day to day basis. The work will include answering the telephone, taking minutes, preparing information packs, data entry, booking meeting rooms, filing and typing.

Do you have experience of working in a busy office, ideally for a charity? Do you enjoy working as part of a team? Are you detailed focused with a high level of data entry accuracy? If you are interested in this varied and flexible part time role then email us at [info@swindonadvocacy.org.uk](mailto:info@swindonadvocacy.org.uk) for our application pack. If you have any questions please ring 01792 542575 and ask for our CEO, Dawn Dixon. Closing date for applications **midday 30<sup>th</sup> July** with interviews being held on Tuesday 7th August.

**Swindon Advocacy Movement is committed to safeguarding and promoting the welfare of children, young people and adults. Swindon Advocacy Movement expects all staff and volunteers to share that commitment.**

**Swindon Advocacy Movement is an Equal Opportunities employer and welcomes applications from anyone regardless of disability, race, religion or sexual orientation.**