

Come and join our Team!

FIXED TERM VACANCY

Administration Assistant on the Evolve Programme

CRITERIA/TERMS: 25yrs or over, been unemployed for over 12 months,

South Ayrshire Resident, will last for fixed 6 months duration

Salary: £9:90/hr for 30 hrs/wk Monday to Friday

We are a registered Charity established in 1986 (SCIO from 2020) accredited to provide type III free, independent Housing Information, Advice, Advocacy and Care Inspectorate regulated Tenure Sustainment Services. We work with vulnerable service users to alleviate poverty and provide a homeless prevention service. We assist those in housing need across South Ayrshire with an additional housing advice service for East Ayrshire within Prisons.

As part of our team you will help provide administration assistance to staff to enable them to support their service users effectively. You will assist the CEO, Managers and Team Leaders in their tasks to assist ensuring a safe, pleasant office environment. **You will be based in the Centre 5 days a week and flexibility of hours is available for discussion to meet any needs.**

Applicants (who must match the Evolve terms above) should have an interest in learning about administration, working in a busy office environment and working for a charity. Those with lived experience of homelessness or poverty are encouraged to apply. An aptitude for good communication, team working and supporting vulnerable people is essential, along with subscribing to the Centre's ethos and values.

Benefits:

- Extremely rewarding job being able to help those in housing need
- Small friendly team environment
- Great training & development opportunities for future career
- Third sector accredited, well established and respected charity
- Auto enrolment into the Nest Pension Scheme after 3 months (10% employer contribution)

For an Application Pack please click the following link which will take you to our website and complete your details www.ayrhousingaidcentre.com/vacancies/

All applications should be e-mailed to us before closing date: **Thursday 18 August 2022 at 4.30pm**

We will contact successful candidates before **Monday 22 August 2022** for interview on **Wednesday 24 August 2022**. **If you do not hear from us prior to Monday 22 August 2022 you have not been selected for interview.**