

Sessional Administrator Overview

AVENUE is the leading provider of Family Mediation, Relationship Counselling and Child Contact Services in the Northeast. We work with everyone from children to grandparents, supporting couples and families through times of change, difficulties and conflict. AVENUE is a member of Relationships Scotland.

This is a unique opportunity to manage and support our small team of administrators. We are looking for someone who is confident and motivated, with a warm personality and excellent people skills.

To fit the bill, you will have a proven track record of managing people, a relevant employment history and the ability to undertake multiple tasks, resolve problems, and inspire trust. You will be answerable to the Chief Executive and will play a key role in the smooth running of the organisation, supporting the CEO and Management Team to deliver a high quality service to our clients and stakeholders.

Your key role will be to provide administrative support in a busy office environment and deliver a high quality service to our clients and stakeholders. To fit the bill, you will have the ability to undertake multiple tasks, resolve problems, and inspire trust. As a front of house role, you must have the maturity to manage and support our clients through a range of emotional needs.

Remuneration

- Hours: Sessional work covers the hours of 4.30 – 8.00 pm and will range between 1 to 4 of these evenings per week; Monday, Tuesday, Wednesday or Thursday. Holiday and sickness cover as required.
- Salary: £8 p/h
- Holidays: 24 days per year plus 12 public holidays – part time pro-rata

Recruitment Process

- We only accept online applications, **CVs will not be accepted**
- Closing date for applications – **Monday 31st July at 12pm**
- Interviews to be held - week beginning 7th August
- Refer to Application Notes below

Application Notes

If, having read the full job description and person specification, you are eligible to apply, please complete the Application Form together with the Equal Opportunities Monitoring Form and return to aberdeen@avenue-info.com by **day, date, time** marked **RECRUITMENT** in the subject line.

AVENUE is an equal opportunities employer.