



Survive

Support for survivors of rape and sexual abuse

Advert for: Administration Assistant

Responsible to: Operations Manager
Salary: £ 9.90 per hour
Contract: Permanent
Hours: 15 hours per week, times to be arranged
Location: York

Survive helps survivors of rape, sexual assault or child sexual abuse rebuild their lives, relationships and reach their potential by delivering specialist services.

This new post will be based at our York office. You will join our Administration Team in providing a first point of contact to clients and to people enquiring about our services.

You will also be providing a support service to our team of Counsellors and Support Workers.

This role will form part of our Administration Team and days/hours will be worked out with our existing Administration Assistant. Some flexibility around providing holiday cover will be appreciated.

You will also need to undertake a Standard DBS check – the costs of which are met by Survive.

Survive is a Disability Confident employer and guarantees an interview to any applicants who identify as disabled.

For further details and to apply please visit our webpage: [Current vacancies - Survive \(survive-northyorks.org.uk\)](https://www.survive-northyorks.org.uk)

For an informal chat about the role please contact Jane Greenwood, Operations Manager on 07597 023450

Please return your completed application and equal opportunities monitoring forms to recruitment@survive-northyorks.org.uk by 10am Thursday 31st March 2022.

Address: 2nd Floor 25 Micklegate, York, Tel: YO1 6JH 01904 638813 Web: www.survive-northyorks.org.uk

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