

## Administrative Support

**Accountable to:** CEO

**Location:** Home based role

The Literacy Hubs are looking for an administrator for 5 hours a week to support the charity in its administrative functions. The role includes:

- The Administration of volunteer operations
- Processing DBS checks
- Monitoring volunteer training attendance
- Overseeing the volunteer database
- Coordinating the training sign up process

**Other details:**

- £11.00 an hour
- Fixed term position
- Post start date: August

**How to apply**

Please email your CV and covering letter to [becca@theliteracyhubs.co.uk](mailto:becca@theliteracyhubs.co.uk)

Applications close on 11th August 2020. We will be running a rolling interview process so we strongly advise that you apply as soon as possible.

