

### Job vacancy

**Job title: Administrator**

**Location: Richmond (SW London)**

**Salary: £13,161 pa, plus 5% employer pension contribution**

**Hours: 21 per week (flexible days)**

**Contract: fixed term for 6 months (may be extended)**

### About us

Citizens Advice Richmond is an independent local charity providing information and advice to anyone who lives, works or studies in Richmond borough. Our service is free, confidential and impartial. We empower people to resolve their problems and change their lives for the better. At the moment all our services are provided by phone and online, though our main office is open for a small number of staff and volunteers.

### About the job

Citizens Advice Richmond requires a paid administrator to maintain our staff and volunteer records, assist with volunteer recruitment and training and to carry out a variety of admin tasks to support the Admin & Systems Manager. The post will be based at our Hampton Hill office, though there will be some home working and you may be required to occasionally visit and work at our other offices in Richmond borough, when these re-open.

### About you

You will have the ability to maintain efficient administration systems; to write clearly and communicate effectively in person, on the phone and digitally; to maintain accurate and up to date records and to manage a varied workload and meet deadlines. You will be committed to the aims and principles of the Citizens Advice service

### How to apply

A job description and person specification for this post, together with an application form and guidance notes can be found on our website at [www.citizensadvicerichmond.org/recruitment](http://www.citizensadvicerichmond.org/recruitment). The website also gives full details of our services and impact.

The deadline for receipt of applications is **9.00 am on Friday 29 January 2021**. Applications should be emailed to [admin.hhill@citizensadvicerichmond.org](mailto:admin.hhill@citizensadvicerichmond.org) or posted to Recruitment, Citizens Advice Richmond, 94-102 High Street, Hampton Hill, Hampton TW12 1NY.

Interviews will be held online via MS Teams on Friday 5 February 2021.

*Citizens Advice Richmond is the operating name of Richmond Citizens Advice Bureaux Service. Charity registration number: 1085878; a company limited by guarantee, registered in England and Wales, registered number: 04140012. Registered office: 94-102 High Street, Hampton Hill, Hampton TW12 1NY.*