

**A position has come up at 1625 Independent People.**

### **Reception and Support Administrator (High Support Services)**

**We have an opportunity to join our High Support team in a new role, in a busy but rewarding city centre-based housing project for vulnerable young people. If you have excellent administration skills and want to support a dedicated team in delivering high quality support and housing management, we want to hear from you.**

We are particularly keen to increase applications from Black/Black British, Muslim, and male candidates as they are currently under-represented in our organisation. We would also like applications from people with relevant lived experience.

**Please find full details of how to apply in the advert below. The deadline for application submissions is 23:59, Wednesday 22 June 2022.**

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

#### **What we are looking for:**

- You have excellent administration skills.
- You work well with young people in a front facing role.
- You are a self-starter, able to complete a range of tasks unsupervised.
- You work well in a fast-paced environment.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are at the end of this advert.

#### **What you will be doing:**

- Being the first point of contact for young people, colleagues and visitors on reception, both face to face and over the phone.
- Supporting the project Manager in data collection, monitoring, and reporting.
- Extensive use of our internal housing management systems for recording and monitoring purposes.
- By being well organised, efficient, and effective you will support the whole team in a range of housing management functions.
- Supporting young people, your colleagues, and the team in promoting and facilitating a positive rent culture.

#### **What we are offering:**

- 30 days' holiday, plus bank holidays (pro rata)
- The opportunity to work in a Psychologically Informed Environment, including access to regular Reflective Practice and clinical supervision
- UK Healthcare employee membership (up to Level 2)

You will be in the High Support Team and your line manager will be the St Georges House, Senior Project Worker.

#### **Contract details:**

- **Hours per week:** 24 (including paid lunch breaks on site)
- **Contract type:** Permanent
- **Pay:** £20,852 – £22,129 per annum (pro rata based on 0.6 FTE)
- **Location:** You will be based in St George's House, close to Bristol's main bus station as well as the vibrant city centre.

#### **Application information:**

- To access the Job Pack for this role and complete an online Application Form, please go to the vacancy page on our website:  
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=d0f7246b-fb3c-40fa-b93d-c66e8270a562>
- Please refer to the Cover Letter guidance below to ensure your application can progress to the shortlisting stage.
- To have an informal chat about the role, please contact [gemma.parsonscaine@1625ip.co.uk](mailto:gemma.parsonscaine@1625ip.co.uk)
- If you have any queries, please email [jobs@1625ip.co.uk](mailto:jobs@1625ip.co.uk)

#### **Important dates:**

- Application deadline: **23:59, Wednesday 22 June 2022.**
- If you have not heard from us by **Friday 24 June 2022**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Tuesday 30 June 2022.**

#### **Covering Letter / Supporting Statement Guidance**

**Please note that the online application form cannot be saved until it is fully complete. We recommend that you prepare your Covering Letter before you start the online application.**

**Your Covering Letter is essentially your Supporting Statement and will form the most important basis on which your skills, experience and behavioural competencies will be tested against the job criteria. Without it, your application cannot progress to the shortlisting stage.**

**You should refer to the Person Specification document within the Job Pack and cover only the elements that are tested at this stage of the recruitment process. Elements that only have the word 'interview' next to them will be tested at the next stage of the process and do not need to be covered in your letter.**

**Please try to keep the word limit to 250 words per criterion.**

**ALTHOUGH THE APPLICATION FORM GIVES YOU THE OPTION TO UPLOAD A CV, PLEASE DO NOT SUBMIT A CV AS THIS IS NOT NECESSARY AND WILL NOT BE USED IN THIS PROCESS.**

#### **Equal opportunities for everyone:**

We safeguard and promote the safety and welfare of children, young people and vulnerable adults. Any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) Barred List Disclosure Check at the Enhanced level. A fresh DBS check will only be

applicable to internal colleagues where they are moving into a role which requires a higher-level check.

We believe those with a criminal record should have an equal chance to become employees or volunteers. We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our Policies section on the website, for further information.