**WELLSPRING SETTLEMENT ARE CURRENTLY LOOKING TO RECRUIT A**

**RECEPTIONIST**

Wellspring Settlement seeks a self-motivated individual to join our busy reception team providing a welcoming reception service and administrative support for the day-to-day management across both Wellspring Settlement’s sites.

For this role, those with lived experience as a person from a minority ethnic community and with experience of working with people from BAME communities are encouraged to apply.

The post is for **23 hours per week**, Mon & Thurs 12:15 –17:15, Wed and Fri 8:30 – 13:30, every other Sat 9:00-15:30

Holiday entitlement is 5 weeks per annum (pro rata) plus statutory holidays.

**Salary:** Scale D- £18,800- £20,952 per annum pro rata (Successful applicants start at the bottom of the scale).

A job pack including job description and person specification and application form, is available to download from our website search -jobs ([www.wellspringsettlement.org.uk](http://www.bartonhillsettlement.org.uk)).

Please contact Sally Jobling with any enquiries, Email:[**sally.jobling@wsb.org.uk**](mailto:sally.jobling@wsb.org.uk)Tel:0117 955 6971

**APPLICATION CLOSING DATE: 3rd August 2022 at 9 am.**

**INTERVIEWs WILL BE HELD ON: Wednesday 10th August 2022**

Wellspring Settlement is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Wellspring Settlement is seeking to become an equal opportunities employer that is committed to diversity and inclusion. Applications are encouraged from all members of the community and offers of employment are based on merit and organisational needs.

Wellspring Settlement is a company limited by guarantee registered in England and Wales under number 05031499 and is a charity under number 1103139.