

Administrator (Female Applicants Only)

£23,000 per annum, 35 hours per week (full-time)

This post is based across Ealing, Hammersmith & Fulham and Borough and involves travel across London

The Administrator will play a pivotal role in ensuring a high level of efficiency within our central services. This role will be responsible for a number of key areas including: facilities and resources management, information and communications technology and contract, supplies and assets management.

As the central Administrator for the whole organisation, the post holder will act as a key point of contact both internally and externally and will ensure that WGN's core systems are able to support its infrastructure needs.

This role requires a highly motivated, organised and skilled individual who is able to work in a varied, fast paced environment and manage a wide range of competing priorities and tasks which are essential to the core functioning of the organisation.

If you are passionate about working with women and are able to work within an empowering and gender specific / feminist framework and have previous experience of providing administrative support and have a high level of IT proficiency we would really like to hear from you.

WGN's employee benefits include: 3% pension contribution, generous annual leave entitlement and an Employee Assistance Scheme. We also offer staff excellent training and development opportunities.

Please visit www.wgn.org.uk/join-us/jobs to download an application pack. Completed applications should be emailed to humanresources@wgn.org.uk or posted (marked 'private and confidential') to Human Resources, WGN, PO Box 13095, London W14 0FE (ensuring they arrive by the deadline).

Applications deadline: 10am on Wednesday 11th July 2018

Interviews will be held on: 20th July 2018

Please note: Applicants who have not received a response to their application within 4 weeks of the closing date should assume their application has not been successful on this occasion.

All posts are subject to satisfactory references and Enhanced DBS Checks.

WGN is an equal opportunities employer. The above post is exempt under the Equality Act 2010, Schedule 9 and Part 1