

## Administration Officer Portsmouth

### Description

**Position Title:** Administration Officer Portsmouth

**Location:** Portsmouth

**Contract:** 12 months fixed term (with the possibility of extension)

**Salary:** £7,216 – £7,770 pro rata per annum (based on £18,042 – £19,426 FTE)  
(dependent on skills, qualifications and experience)

**Hours:** 15 hours per week

### Responsibilities

Motiv8 is an exciting and dynamic charity with over 22 years' experience, working across Portsmouth and South East Hampshire. We are passionate about supporting **young people** and their **families** in the community, building **trusting relationships** to help equip them with the skills, resilience and opportunities to **thrive**.

The successful candidate will be able to demonstrate that they can work flexibly within a multi-disciplinary team, using their administration skills and experience to provide a high level of support to the Portsmouth team.

### Qualifications

We are looking for an exceptional individual who can join our vibrant Portsmouth team. Can you work **collaboratively** with others? Do you strive to continually learn and **improve** the way you work? Do you have excellent **communication skills**? Are you **organised, committed** and **adaptable**, with the motivation to make a difference? If the answer is yes, we would love to hear from you.

### Job Benefits

In return for your hard work, we offer:

- A comprehensive training package, to provide you with personal and professional development
- Thorough induction into core modules of work, providing you with a solid grounding in the field
- Job role progression routes through a company competency framework
- A challenging but rewarding work environment where you can make a difference
- Continued wellbeing and welfare support to staff, through regular supervision, appraisals, staff feedback and access to support networks and 24 hour counselling access.

### Contacts

Motiv8 is committed to equal opportunities, safeguarding and promoting the welfare

### Hiring organization

Motiv8 South

### Employment Type

Part-time

### Duration of employment

12 months (with potential for extension)

### Job Location

Remote work possible

### Working Hours

15 hours per week, Monday to Friday

### Base Salary

£ 7216 - £ 7770

### Date posted

September 13, 2021

### Valid through

01.10.2021

of children and young people. Applicants must be willing to undergo child protection screening appropriate for the post, including checks with past employers and the Disclosure and Barring Service (DBS)

We would welcome applications from individuals from underrepresented groups, including:

- black, Asian and minority ethnic communities
- those who identify as LGBTQ+
- those living with a disability.

To apply for this role, please click [here](#). This will take you to our online recruitment portal, where you can register your details and download an application form.

If you have any queries regarding this role, please contact Marina Tuck on [marina.tuck@motiv8south.org.uk](mailto:marina.tuck@motiv8south.org.uk).

The closing date for this role is **midday on 1 October 2021**

**We cannot take CV's for this role**