



Administrator - Imago Hub

Are you ready to make a difference?

Are you confident, reliable, outgoing and have a 'can do' attitude?

This is an exciting opportunity to be part of the Hub team who provide essential admin support to our Children and Adult Services staff. Imago is a leading charity providing support and opportunities to people across the South East. You will be the first point of call for all communications into the Hub, so must be confident communicating with clients, families and social care professionals by phone and email.

Based in a fast-paced office, the team deal with a constant flow of referrals and enquiries and you will be trained to use our bespoke database. Ability to follow processes, excellent data entry skills, speed and accuracy are key. Due to the nature of the role, you will need to swap between phone calls, enquiries and tasks while remaining focussed.

The Hub team are at the core of our services for vulnerable and disadvantaged people. You will prioritise and allocate tasks to support workers in the field, as well as signposting people to other services and organisations.

Your actions will contribute to our aim to help every individual to live a happy and fulfilled life.

To apply, please either submit your CV with a short covering note outlining your CURRENT SALARY or visit our website at www.imago.community to download a full Job Description and application pack.

Post is subject to references and an enhanced Disclosure and Barring Service check.

Imago recognises that many people in our society experience discrimination or lack of opportunity for reasons that are not fair. These include: race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, age, disability (including mental illness), HIV status, marital or civil partnership status, pregnancy or maternity/paternity status, responsibility for dependants, appearance, geographical area, social class, income level or criminal record.

Imago aims to create a culture that respects and values each other's differences. Imago sees these differences as an asset to our work as they improve our ability to meet the needs of the organisations and people we serve. We proactively seek to increase opportunities for inclusion and celebrate diversity across our organisation and within the communities we serve.

<i>For office use only</i>	
Job Title:	Administrator – Imago Central Hub
Area:	Tunbridge Wells
Working Hours:	Full or part time
Salary:	£15,000 - £17,000 depending on experience
Advertise:	Jobs in Kent
Categories:	Care and Social Care Administration Customer Service