



**Reaching
Families**

Job Opportunity

Benefits Service Administrator

Hours:

14 per week (term-time only)

Salary:

£22,000 pro-rata (actual £6,581 pa)

Plus holiday pay allowance

Location:

Home based (with occasional travel for meetings in West Sussex)

Additional benefits:

Flexible working; additional holiday bonus; pension scheme; travel expenses

We have an exciting opportunity for someone to join our rapidly growing organisation providing information, training and peer support to parents and families of children and young people with special educational needs and disabilities in West Sussex.

For any questions about the role call Brian O'Hagan or Donna Manwill on 01903 366360

For a job description and further information on how to apply email donna.manwill@reachingfamilies.org.uk

www.reachingfamilies.org.uk

Registered charity No. 110906

Company Limited by Guarantee No 8261096



EMPOWER

INFORM

SUPPORT

We are looking to recruit a skilled and motivated administrator for our Benefits Advice Service.

The post holder will be responsible for providing a range of administrative duties in support of the service including creating and maintaining records on our database, managing enquiries from parents, sharing resources and signposting parents to other relevant services.

We welcome applications from all members of the community and value diversity in the organisation.

Please contact us if you require any reasonable adjustments to be made to the application or interview process due to any disability or health requirements.



**Deadline for applications:
Monday 4th March**

**Interviews to be held in Littlehampton:
Thursday 21st March**