



*Sacro's mission is to promote safe and cohesive communities by reducing conflict and offending*

## **NATIONAL OFFICE**

### **HUMAN RESOURCES ASSISTANT**

25 hours per week (Mon to Fri, hours to be agreed)

Final salary pension scheme; 25 days annual leave plus 12 public holidays pro rata

Salary: £15,828 - £16,932 per annum pro rata (based on a 35 hour week)

You will provide a generalist administrative support including recruitment and selection and contracts administration with the opportunity to get involved in various aspects of HR.

To join our small, friendly team in a challenging and rewarding role, you will need to be an effective communicator, well organised and have a flexible approach to meet the changing needs of the team.

Educated to Higher grade or equivalent, you will have relevant administrative experience, preferably gained in a HR environment, along with excellent IT skills including database experience.

For an application pack visit [www.sacro.org.uk](http://www.sacro.org.uk) or contact: Sacro, 1 Broughton Market, Edinburgh, EH3 6NU. Telephone: 0131 624 7254 (24 hour answer machine) or email [amacaulay@national.sacro.org.uk](mailto:amacaulay@national.sacro.org.uk). Please quote the post title.

**Closing date: Monday 8 September 2008**

**Interviews will be held on Friday 19 September 2008**



INVESTOR IN PEOPLE

*Sacro values diversity and welcomes applications from all sections of the community*