



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

GLASGOW OFFICE

OPERATIONS ADMINISTRATOR

17.5 hours per week

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)

Sacro is a voluntary organisation working in the areas of community mediation and criminal justice. This post, based in Glasgow, involves providing administrative support for the Senior Manager (Operations) who has responsibility for Sacro services in West of Scotland. Duties will include assisting the manager to achieve the set objectives by assisting and collating agreed information from the service areas, maintaining records in accordance with agreed procedures and providing secretarial, minute taking and reception duties.

The successful applicant should be a well-organised and effective communicator, have proven literacy and numeric skills and be flexible to meet the changing needs of the services. Applicants must have relevant experience of administrative work gained in a general office environment, be computer literate with experience of Microsoft Word and have Access database skills.

An Enhanced Disclosure Scotland check is required.

For an application pack visit www.sacro.org.uk or contact:

Support Services, Sacro, 2nd Floor, 93 Hope Street, Glasgow G2 6LD.

E-mail address: info@glasgow.sacro.org.uk.

Telephone: 0141 248 1763.

Closing date: Thursday 9 October 2008

Interviews will be held on Wednesday 22 October 2008



INVESTOR IN PEOPLE

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