

**Administration Manager**

**Salary £25,264 - £27,963**

**Full time (37.5 hours)**

Please apply by **9am on Monday 8th April 24**

**Who we are:**

For over 25 years Oasis Project has been delivering services for women, children and families affected by substance use. We are an award-winning, trauma-informed organisation, aiming to empower those affected by substance use to make choices that lead to change. We have an incredible team of staff working across three premises in Brighton and Hastings. To find out more see our website. <https://www.oasisproject.org.uk/.>

**We are looking for:**

You will play a crucial role in supporting the administrative and organisational functions at Oasis Project.  Leading a team to ensure essential administrative support is provided to support efficient and effective functioning of all Oasis Project offices; enabling the organisation to achieve its mission and goals. This role involves a combination of office management, facilities management, health and safety, finance, governance, and coordination tasks. A fast paced and diverse role with team leadership at the heart of the broad range of responsibilities. You will be part of an award-winning charity, with an incredible team of staff across three premises in Brighton and Hastings.

**You will be:**

* Experienced in providing administrative support and developing operational systems to meet the needs of an organization
* Experienced in health and safety management
* Well organised and able to manage and prioritise own workload, ensuring deadlines are met
* An excellent communicator, written and oral
* Able to remain calm in challenging situations and work under pressure
* Ability to be a good team player, to work flexibly within a team, supporting colleagues with changing priorities.

**We offer:**

* 28 days holiday plus bank holidays.
* Well-being support, including 24/7 Employee Assistance Programme with GP access.
* Paid well-being hour once a month.
* Funded monthly clinical supervision and learning and development opportunities.
* Relaxed dress code and flexible working opportunities.

**Please note:**

* Oasis Project is committed to inclusion and diversity. We welcome applications from people with disabilities and/or people from the global majority, who are currently under-represented in our organisation.
* Oasis Project is committed to lived experience being central to its service development. We welcome applications from people with relevant personal/professional experience.

**How to apply:**

* To find out more about the role, please visit our website <https://www.oasisproject.org.uk/job-vacancies/> or alternatively you can email [recruitment@oasisproject.org.uk](mailto:recruitment@oasisproject.org.uk) . **If you would like to chat to someone about this role, please contact us via the recruitment email.**
* Please email your CV and covering letter, which clearly sets out your knowledge, skills and abilities in relation to the key responsibilities outlined in the job description along with your Diversity and Inclusion Monitoring form to [recruitment@oasisproject.org.uk](mailto:recruitment@oasisproject.org.uk).
* If you are having any difficulties in applying or require any of this information in a different format, please contact us on 01273 696970 and ask for Charis Bull (Admin Manager) or via [recruitment@oasisproject.org.uk](mailto:recruitment@oasisproject.org.uk)
* The closing date for applications is **9am on Monday 8th April 2024.**

**Thank you for your interest in working for the Oasis Project. We look forward to hearing from you.**