

**Administration Manager (Female)\***

**Salary: £29,000 per annum (FTE)**

**Part-Time: 30 hours (open to negotiation)**

Please apply by **5pm on Monday 6th May 2024**

**What people love most about working at Oasis is being part of a supportive, friendly team that serves the communities we live in. But we offer a host of other benefits too!**

* **28 days holiday plus bank holidays**. Plus, half a day paid leave for December shopping.
* Gift of a **wellbeing hour once a month**. Two hours in your birthday month! Paid time away from work to use as you choose.
* **Free advice and counselling service**: if ever you need someone to talk to, you’ll be able to call our independent, confidential telephone service 24/7 for practical advice and guidance.
* Fully funded monthly **clinical supervision** for all frontline workers.
* **24/7 access to GP services**, telephone, and video consultations.
* **Learning and development** opportunities.
* **Relaxed dress code**.
* **Flexible working practices**, we appreciate the importance of personal life commitments and support our staff with finding a balance that works.

**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 managing the administrative and organisational functions at Oasis Project.  Leading a small team to ensure essential administrative support is provided to support efficient and effective functioning of all Oasis Project offices.

This is a varied and fast paced role, which keeps it interesting, the function of the role includes: -

* Office Management
* Facilities management
* Health and Safety
* Finance
* Governance
* Coordination tasks.

You will be part of an award-winning charity, with an incredible team of staff across three premises, located in Brighton and Hastings, serving the communities of Brighton & Hove and East Sussex.

**You will be:**

* Experienced in providing administrative support and developing operational systems to meet the needs of an organisation;
* Experienced in health and safety management;
* Well organised and able to manage and priorities 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.

**If this interests you, but you’d like to know more,** email us at [recruitment@oasisproject.org.uk](mailto:recruitment@oasisproject.org.uk)

**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) .
* 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 **5pm on Monday 6th May 2024.**

**Please note:**

* \*The post is only open to female applicants as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.
* 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.

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