

Positive about **Mental Wellbeing**
Positive about **Learning & Development**
Positive about your **CAREER** – Valuing **Diversity**



If your aspirations match ours JOIN US

TRAINING ADMINISTRATOR *Starting Salary: £17,307 p.a. (35 hrs p/w)*

Community Options is a registered charity specialising in supporting people with mental health needs to live independently in the community. We are looking for a motivated individual to work within our training and consultancy team. This role will be to provide effective administrative support to ensure statutory and core training is delivered to support the delivery of the business plan.

You will have an understanding of administrative systems, be proficient in using Microsoft and web based packages, and will have effective communication skills as well as good prioritisation and organisation skills.

WE OFFER

Extensive high quality training with appropriate support and supervision; generous leave entitlement, contributory pension scheme and health care benefits

Closing date for application forms: Monday 15th November 2010

Interviews to be held w/c: 22nd November 2010

For further information and an application pack contacts us on: **020 8313 9725**, write to Community Options, 2a Fielding Lane, Bromley, Kent BR2 9FL, visit our website: www.community-options.org.uk or email at recruitment@community-options.org.uk

We positively welcome applications from people who have experienced mental illness. All successful candidates must obtain enhanced disclosure and protection of vulnerable adults from the Criminal Records Bureau

Charity registration no. 1005994



As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy