



Aquila Way is an award-winning Christian charity based in Gateshead providing housing, support and other specialised services to the homeless, vulnerable and disadvantaged young men, women and children, ex-prisoners and those at risk of offending.

... from emergency to independence

We are seeking to recruit for the following posts and welcome applicants who are keen to progress in this organisation and make a difference in the lives of our service users.

### **Temporary Administrative Assistant (Maternity cover 6 months)**

37 hours pw Mon-Fri

We are seeking a confident individual to provide general receptionist/telephonist services and secretarial/administrative support to the senior management team at Central Office. This will include answering all incoming telephone calls, handling the post, servicing the meeting rooms and kitchen, ordering office supplies, typing letters and reports, photocopying and filing. You will need a confident and professional telephone manner, a good standard of education and a sound knowledge of Microsoft Office packages.

Salary: £13,801 - £17,134 pa (pay award pending)

### **Temporary PA to Acting Chief Executive, (GOR\*\*)**

18 hours per week – 3 month fixed term contract

An opportunity has arisen for a PA to provide full secretarial and administrative support to the Chief Executive and Projects Director in their respective roles. Duties will include diary management, typing correspondence and reports, co-ordinating meetings, including production of agenda and acting as minute taker. You will have 2 years experience as a PA including minute taking and transcribing experience, excellent interpersonal and written skills and be confident relating appropriately to a wide variety of people. Strong time management and organisational abilities and proficiency in all Microsoft Office packages are essential.

Salary: £17,472 - £21,908 pa (pay award pending)

\*\*This post carries a Genuine Occupational Requirement (G.O.R.) for the successful candidate to be a committed Christian (Employment Equality (Religion or Belief) Regulations 2003 para 7 (2) a and b). Any offer of employment will be subject to satisfactory references and Enhanced CRB Enhanced Disclosure.

**Closing date for applications 25 March 2010. Interviews will be held w/c 5 April 2010.**

For more information please visit our website [www.aquilaway.org](http://www.aquilaway.org).

For an Application Pack please email [admin@aquilaway.org](mailto:admin@aquilaway.org) or contact the Administrator on 0191 491 5700

Aquila Way is an Equal Opportunities Employer. Registered charity no. 1107554.