



Café • Child Contact • Support Services • Early Years

We are recruiting for a Centre Admin Support Assistant

The Hope Centre is a charitable organisation supporting local people in Bromyard and surrounding areas

The admin team is the backbone of our charity offering support to staff, the public and our service users

The team at Hope is friendly, helpful and puts others first and helps the local community

If you'd like to join us please apply!



Closing date: 29 January 2024

You'll be able to juggle working on reception with data reporting, order processing, case management uploads and social media admin

Full time hours
Monday-Friday 9-5

Salary £20,709.00

Interviews from w/c 5 February

A DBS check and excellent references are required

A full UK driving license is needed

To apply email

anna.beddows@hopefamilycentre.org

or call 01885 488495