

Administrator Vacancy

Hours:	35 hours per week, Monday to Friday 9am-5pm
Contract Length:	Permanent
Location:	MSDP, 396 Queen's Drive, Liverpool, L13 0DJ
Salary:	£20,820.80
Closing Date:	Monday 22 nd April 2024

About Us

Merseyside Society for Deaf People (MSDP) is a charity that provides specialist services in a range of communication methods for people who are Deaf, Deaf-blind, or hard of hearing.

Our Social Care services deliver community-based support, duty drop-in sessions and environmental aids assessments. Our Training team provide specialist training in Deaf Awareness and British Sign Language, as well as BSL interpreter support.

For further information about Merseyside Society for Deaf People, visit www.msdp.org.uk

Vacancy Details

An exciting opportunity has arisen to join the team as an Administrator.

We are looking for an outgoing and friendly individual who is highly motivated, to work as part of our central administration team. The team provide effective administration service to all departments and ensure that duties are carried out in line with business requirements.

The work of the central administration team, will include the management of reception and administration oversight of:

- Interpreter bookings
- Room hire bookings
- Training enquiries and course enrolment
- Equipment services referrals and appointments
- Supporting facilities management

The role requires support of reception desk as part of a shared rota.

The candidate should have experience dealing with the public, excellent computer skills and the ability to work on own initiative, as well as part of a team. This is an office based role.

We welcome applications from people with a hearing loss.

We offer 27 days annual leave per year, plus various personal development opportunities including British Sign Language.

Further information on this role and an application pack can be found at <https://www.msdp.org.uk/vacancies/> alternatively please contact: recruitment@msdp.org.uk