

**Come and work for Halifax Opportunities Trust and benefit from:**

- Accredited Living Wage Foundation Employer
- 30 days Annual leave plus Bank Holidays per year
- In house training and support with professional qualifications
- Mindful employer, a national initiative supporting employees to take a positive approach towards mental health at work
- Full sick pay after a qualifying period

**MOBILE RECEPTIONIST**  
Based at Jubilee Family Hub  
37.5 hours per week  
£23,463 per annum

We are now looking for a passionate and enthusiastic team member, to work at Jubilee Family Hub, who is well organised and able to manage an efficient and effective reception.

You will carry out general reception and administration duties including welcoming parents, undertaking regular telephone consultations, inputting onto our bespoke database system and letter writing.

You will need:

- Some experience of working in an office/reception environment, with direct face-to-face contact with children, families and professionals
- Effective communication skills
- A non-judgemental, respectful, patient and sensitive approach to children and families
- An ability to build and maintain relationships with multi-agency colleagues
- The ability to be flexible in working hours and to adapt to working in more than one Family Hub in any one day
- Have GCSE or equivalent standard in Maths and English at Grade C or above.

We offer opportunities for ongoing professional development and further training. Halifax Opportunities Trust is committed to safeguarding and promoting the welfare of children and providing equal opportunities in employment. This post is subject to an enhanced DBS check and satisfactory references.

**Closing date for applications is Friday 16th August 2024 at 5pm**  
**Interviews Wednesday 28th August 2024.**

**For an informal discussion regarding the above post please contact Lisa Smith on**  
**01422 342552 ext. 208**

**To apply, please visit our website on [www.halifaxopportunitiestrust.org.uk](http://www.halifaxopportunitiestrust.org.uk) and download an application pack.**

**Please note that we do not accept CVs as a form of application.**

**Halifax Opportunities Trust is an accredited organisation of the Living Wage Foundation**

