



# Headway East Kent

Brain Injury Support

<b>Role:</b>	Administrator
<b>Area:</b>	Canterbury
<b>Reporting to:</b>	CEO
<b>Salary:</b>	£ 10 per hour
<b>Annual leave:</b>	28 days' pro rata
<b>Part Time</b>	3 days per week/21 hours
<b>Contract:</b>	Permanent

We are Headway East Kent, a registered charity. We support people after they have suffered an acquired brain Injury (ABI). We require an energetic person for our busy office in Canterbury. Three days per week, Tuesday to Thursday inclusive, 21 hours per week. Must be experienced in Office Procedure, MS Word & Excel. Must be professional, efficient and confident with good communication skills and be able to meet deadlines. You will oversee the policies and procedures for the organisation and be able to work as part of a team or independently. You will work closely with CEO/Trustees and other senior members of staff. NVQ Level 3 desired but not essential.

For Job Description, Personal Specification & Application Form please contact:-

Linda Kerley, CEO, Headway East Kent, [lkerley@headwayeastkent.org.uk](mailto:lkerley@headwayeastkent.org.uk)  
We will require your CV.

Closing date for applications is:- **03.08.2020**  
Interviews will be held:- **to be advised**