



Job Description

- Title:** Admin Assistant
- Location:** The Manchester Deaf Centre
Crawford House, The University Precinct, Booth Street East, Manchester, M13 9GH
- Responsible to:** Office Manager
- Salary:** £13,221.00 Pro rata 22.5 hrs (full time equivalent £22,035.00)
- Basis:** Part-time – 3 days per week

About us:

Established in 1846, Manchester Deaf Centre is the largest organisation to provide support to the local deaf community within Greater Manchester and beyond. We host a variety of services and groups that offer support, learning, training opportunities, social events and much more.

We strive to be committed to service users, to be dependable, innovative, inclusive and ever evolving in our learning and sharing information and developing of our services.

We work with a large variety of organisations to promote access and inclusion for deaf and hard of hearing people within Manchester and its surrounding districts.

About you:

As an Admin Assistant, you will work within Manchester Deaf Centre's reception area three days per week. You will be experienced in data collection and record keeping. You will be a native British Sign Language user or have a good knowledge of BSL (minimum level 2), deaf barriers and culture.

Role & Responsibilities:

- Inputting data for the Youth teams
- Retrieving data for reports.
- Covering interpreter bookings and courses when required.
- Answering the reception telephone and greeting people into the building.
- Uploading information onto MDC's social media pages
- Undertake other duties appropriate with the grade of the post

This is not an extensive list of duties, and you will be expected to perform different tasks as required by your role and the organisations objectives.

Person Specification

- British Sign Language – Native BSL user or a good knowledge of BSL and Deaf Culture
- Administration skills
- To be thorough and pay attention to detail
- Ability to work well with others
- Flexible and open to challenge
- Ability to use a computer and software packages competently
- Customer service skills
- Ability to work with people from different backgrounds and with varying needs.
- Undertake other duties appropriate with the grade of the post

Please send your CV and covering letter to Senior Manager, Mark Woodall – mark.woodall@manchesterdeafcentre.com

Application Deadline – Wednesday 23rd^d August 5pm