

## Admin Job Role

### Details are:

- We're looking for someone who has experience in admin work to join our friendly team based in Cambridge. This position is mainly office based, but with some flexibility to help out at fundraisers, networking events and other outreach work.
- Salary is: FTE for 37.50 hours is £20k and actual salary for 15 hours is £8k p.a. The role could be worked over 2 or 3 days i.e. 7.50 hours per day over 2 days or 5 hours per day (10am to 3pm) over 3 days. The successful candidate would need to be able to start in post w/c 1<sup>st</sup> October. The role is offered on a fixed term basis to September 2021 following a successful probation period.
- Application is by C.V. with a covering letter saying why you feel you are suited to the role. CVs and letter should be sent to [enquiries@dhiverse.org.uk](mailto:enquiries@dhiverse.org.uk) Deadline for CVs is **Monday 10<sup>th</sup> September** and interviews will be held in Cambridge on **Wednesday 12<sup>th</sup> September**.
- DHIVERSE is an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.'