



Administrative Assistant

Working Hours: 15 hours per week (Wednesday to Friday)

Fixed Term Contract for 12 months

Salary & Remuneration: £9.00 per hour (£18,720 per annum, pro-rata)

It is not a case of **WHAT** we grow but **WHO** we grow at Snakehall Farm.

WHAT we grow are fruit, vegetables, herbs and flowers to certified organic standards on our 18 acre farm in Reach which we wholesale to local businesses and sell in our on-site farm shop. We also run a Garden Team in the local community.

WHO we grow are our Co-workers (individuals with disabilities) and we've been growing since 1989. We teach life and independence skills through farming, gardening and other related activities such as cooking, making wooden craft items, hanging baskets and garden furniture.

We are looking for a highly organised person to help support our existing office team. The role will primarily assist our Executive Officer and Administrator in carrying out the administrative and business functions of The Trust and support our Co-workers by evidencing the achievement of their goals. Based at Snakehall Farm, the post-holder will work closely with others at all levels of the organisation to ensure the smooth running of the office.

This is a great opportunity for a self-starting individual with the right skills and experience to work with some fantastic people promoting our Equal Opportunities policy and be a part of some exciting developments at a long established and successful charity. A sense of humour, initiative and the ability to motivate others are essentials for this post.

Hours are flexible to suit between the core hours of 9am and 4pm on Wednesdays, Thursdays and Fridays. This post is subject to an enhanced DBS check, which the Trust will fund for the successful applicant. For more information on this challenging and uniquely rewarding role, please contact Rhian Cornell on 01638 741551, e-mail rhian.cornell@prospectstrust.org.uk or visit our website www.prospectstrust.org.uk/vacancies.

Closing date for completed applications is Friday the 31st of August, interviews will be held on Tuesday 11th September and start date is as soon as possible thereafter.