



Sparkle Administrative Assistant

Hours of work: 15 hours per week

Salary: £17,912 per annum (pro-rata)

Contact: Fixed Term - 3 months

Base: Serennu Children's Centre, however may be required to work at various locations within Gwent.

An exciting opportunity has arisen for an Administrative Assistant to join the team at Sparkle.

Sparkle is the official charity supporting Serennu Children's Centre, Nevill Hall Children's Centre and Caerphilly Children's Centre. Serennu is a state-of-the-art building which provides treatment, care, information, consultations and leisure services for children with disability or developmental delay, reducing the burden on families. Nevill Hall is an integrated children's centre attached to Nevill Hall hospital which provides treatment, care, information and consultations at the centre. Caerphilly Children's Centre provides therapy, care and information.

Sparkle guiding principle is to ensure children with a disability or developmental difficulty, and their families, are fully supported to participate in valued childhood experiences and have access to the same range of opportunities, activities, services and facilities as any other child.

In this hands on role you will assist with all aspects of Sparkle administration. The post will mainly focus on supporting our research and development work, for example helping to ensure timely data collection and entry, organising and transcribing interviews and focus groups, searching for suitable funding opportunities and compiling information to support applications, and other low-level research tasks. However, extreme flexibility will be required to support the efficient delivery of all Sparkle services.

If you are up for the challenge and possess the required skills for this role then apply now!

For further information please contact Carla Hopkins on 01633 748092 or email recruitment@sparkleappeal.org.

For an application form please visit our www.sparkleappeal.org.

Applications close on 20th May 2021. However, Sparkle reserves the right to close applications after 24 hours should sufficient applications be received, therefore we suggest interested candidates apply early.