**[Westcliff Community Works](https://www.facebook.com/WestcliffCommunityWorks/?__cft__%5b0%5d=AZUcKtF953OA74K9rhhaGCkNML4M-3BSHb5sFy0fS5F0syyCTy6VoXf3dkYYdsbJbM_Rw9ah66mo95kgIXFXyAyk5cCYNGOVq-sEDoF0jf41baIe0cfkNgPZ-rxe4j124rOuK9URhfovMSIzxy1PaNLu&__tn__=-UC%2CP-R)**

Project Support Worker (P/T 20 hrs pw)

Salary £10,920 per annum

This is a Temporary, Fixed Term post until 31st March 2022. May be extended if further funding is secured.

To provide administrative and clerical support to the Ways2Wellness Project. Must have previous admin experience working within a community setting including supporting volunteers and dealing with the public. Strong all round IT skills and the ability to prepare clear, accurate reports producing statistical, management and funder information essential.

To discuss the above post further or for an application pack, contact:

Rae Twidale, Project Co-ordinator

Westcliff Community Works

The Arc

2 Lichfield Ave

SCUNTHORPE

DN17 1QL

Telephone: 07867520759 (working from home at present)

Email: rae.twidale@westcliffcommunityworks.co.uk

closing date for return of completed application forms is:

17 March 2021

No C.V’s accepted

Westcliff Community Works is working at all times towards being an equal opportunities employer. We value diversity and welcome applications from all sections of our community.