



# Administrator

15 hours per week – flexible working hours  
Five-year fixed term, National Minimum Wage  
Based in Llay Park Resource Centre

**Closing date for applications is 10<sup>th</sup> July 2019**

Following the award of our Lottery Community Fund grant, we are thrilled to be able to offer the opportunity for someone to join our team as an Administrator

Your Space is an autism charity based in Llay Park Resource Centre, Wrexham. We offer a range of activities for children and young adults with autism and also support the family and wider community. Our friendly team of staff are passionate about the work we do and we value the wellbeing of all staff, volunteers and family members.

The role of the Administrator will be to provide administrative support required by the charity in relation to a range of projects funded by the Lottery Community Fund. The post holder will be sensitive to the needs of families and individuals affected by autism.

The Administrator will work alongside the management team and interact on a regular basis with Activity Workers, Leaders and the Family Outreach team. The office is a safe and welcoming environment, surrounded by friendly and supportive staff.

This role offers valuable work experience and job satisfaction.

We are looking for someone who has experience of autism and is empathetic to this condition. This person should be passionate about helping and promoting the wellbeing of others. The ability to speak Welsh is also desirable.

If you are interested in applying for this role, please contact Rachel Hancocks, Charity Manager on 01978 856 859, or send an email to [rachel@yourspacemarches.co.uk](mailto:rachel@yourspacemarches.co.uk)

Many thanks for your interest and we look forward to hearing from you.