**Background Information**

Fortalice was established in 1977 to provide emergency accommodation and support for women and children experiencing domestic abuse within their own homes.

The project has expanded during the past years and now provides a diverse range of services for women, children and young people within both refuge and outreach support centre settings. The ethos of Fortalice in relation to support is to focus on self-help, promoting self-esteem, confidence and independence to enable victims to break free from abusive relationships and reduce the chance of re-victimisation thus moving on to a self-sustaining, independent life.

An opportunity has arisen for a highly motivated individual to join an innovative administration team within our well established local charity who pride themselves on working to meet the needs and objectives of the organisation.

The role is challenging and demanding but has lots of rewards through the work the organisation undertakes and you will be given the opportunity to contribute to the team’s activities.

**PA Admin Assistant to the Chief Executive**

**Permanent post 30 hours per week (hours to be agreed)**

**Salary commensurate with experience**

**The post will involve various duties to meet the needs of the organisation.**

* The post will be subject to a DBS check due to the nature of the work undertaken by the organisation.
* A current valid driving licence and access to a vehicle for work is essential.
* To apply for the post, please request an application pack by email helen.foxcroft@fortalice.co.uk
* The closing date for applications to be returned is midnight on Sunday 24th March 2019. Please note that any completed applications received after this date will not be considered. If you do not receive a response within five working days from the closing date, then you have not been selected for interview. **Please note, Interviews will be held on Wednesday 27th March 2019.**
* **Women only applicants can apply for the post as this is an occupational requirement in accordance with paragraph 1, schedule 9 of the Equality Act under section 7.2e of the Equality Act 2010**