



<b>Job Title:</b>	Office Admin   PA	<b>Department</b>	Wellbeing Centre
<b>Vacancies</b>	2	<b>Job Code/ Req#:</b>	STEP/OA-004
<b>Location:</b>	Tewkesbury	<b>Travel Required:</b>	No
<b>Enhanced DBS</b>	YES	<b>Position Type:</b>	<b>Volunteer</b>
<b>Hours</b>	2-4 hrs. a week- flexi	<b>Will Train Applicant(s):</b>	In-house training provided.
<b>Job Description</b>			

**Are you looking for flexibility and a voluntary role to make a difference? Join us!**

STEPWAY are looking for a person with knowledge and the ability to work in a fast-paced environment.

We are looking for an experienced Office Admin to play a key role maintaining a high standard with Compliance.

You will have responsibility for processing Enhanced DBS for staff members through e-bulk and inputting data onto the CRM.

General office duties and supporting the Project lead with their calendar.

We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion, or belief. We actively encourage Veterans or Reservists to apply.

**APPLICANTS WILL BE REQUIRED TO UNDERTAKE AN ENHANCED DBS DISCLOSURE AND NON-POLICE PERSONAL VETTING.**

**TO APPLY FOR THIS POSITION, PLEASE CONTACT-**

**PROJECT MANAGER [CLAIR.RK@STEPWAY.ORG](mailto:CLAIR.RK@STEPWAY.ORG) T. 073987 32601**