



Charity Number: SC035363
Company Number: SC265395

Administration Assistant, Inverness
20-25 hours per week
£10.95 per hour

Thanks for your interest in the above opportunity with our organisation. I am delighted to provide:

- **Job Description & Person Specification**
- **Application form**
- **Monitoring Form**

Advocacy Highland is a leading Highland-wide voluntary organisation , providing one-to-one independent advocacy for people under the Mental Health Act, specifically those with mental ill health, dementia, learning difficulties and autistic spectrum disorder. We are an organisation driven by strong values and a firm commitment to choice, dignity and social inclusion.

Advocacy Highland is a full member of Scottish Independent Advocacy Alliance and adheres to their principles and guidelines. For information on independent advocacy please see: [What is independent advocacy? - Scottish Independent Advocacy Alliance \(siaa.org.uk\)](https://www.siaa.org.uk/)

We are looking for an enthusiastic and approachable individual to join to our team. You will be based in our Inverness office, providing effective clerical and administrative support to the organisation. You will very often be the welcoming first point of contact for people seeking support from our organisation. Previous experience of working in a busy office environment is essential.

The weekly working hours and pattern of work is to be agreed with successful candidate, although it is expected that you would attend the office on at least 4 days per week (preferably mornings) between the hours of 9am – 5pm. Due to the nature of the work, we are unable to offer this position as a work from home post, and attendance at the office is required.

I look forward to receiving your completed application by **5pm on Friday 17th March 2023**. Interviews are to be arranged for the week commencing 27th March 2023.

If you have any enquiries in the meantime, please contact the office on 01463 233460 or email info@advocacy-highland.org.uk

Yours sincerely

Clare Starke

Clare Starke
Deputy Manager

