

Do you have the **attitude** to ensure ‘things get done’?

Support Services Worker – IT & HR

Full time: 37.5 hours per week

Salary: £20,208 per annum

Are you as passionate about supporting people whose lives are affected by alcohol or other drugs as we are?

In our 37th year, BDP is an expert, energetic charity working with near 4,000 people a year, in a vibrant city with an increasingly diverse population.

This is a key role in our Support Services team, who are integral to the efficient running of the organisation. Key responsibilities are IT support; developing IT skills of our staff and volunteers; Data entry and filling; Recruitment; HR and monthly expenses support; Adhoc petty cash needs; Asset management; assisting in new developments and support to our Data Quality & Support Services Manager.

Within the role, you will need to be flexible and offer support to the other team members. We are seeking a talented, adaptable individual with a keen eye for detail, excellent written and verbal communications skills, the ability to prioritise deadlines and resourcefulness with an attitude to ensure ‘things get done’. You will need to have a high level of IT skills and an excellent knowledge of Microsoft Office, especially Word. HR experience would be preferable.

Job Reference: ITHR

Closing Date: Monday, 18th July at Midday

Interview Date: Thursday, 4th August

For an informal discussion contact **Mandy Hollis**, on 0117 987 6004.

Please download an application pack from our website:

www.bdp.org.uk/get-involved/careers or email recruitment@bdp.org.uk