

Administrator Vacancy

Hours:	35 hours per week, Monday to Friday 9am-5pm
Contract Length:	Permanent
Location:	MSDP, 396 Queen's Drive, Liverpool, L13 0DJ
Salary:	£20,820 per annum
Closing Date:	Monday 6 th January 2025 – 12.00pm
Interview Dates:	Wednesday 15 th or Thursday 16 th January 2025

About Us

Merseyside Society for Deaf People (MSDP) is a charity that provides specialist services in a range of communication methods for people who are Deaf, Deaf-blind, or hard of hearing.

Our Social Care services deliver community-based support, duty drop-in sessions and environmental aids assessments. Our Training team provide specialist training in Deaf Awareness and British Sign Language, as well as BSL interpreter support.

For further information about Merseyside Society for Deaf People, visit www.msdp.org.uk

Vacancy Details

An exciting opportunity has arisen to join the team as an Administrator.

We are looking for an outgoing and friendly individual who is highly motivated, to work as part of our central administration team. The team provide effective administration service to all departments and ensure that duties are carried out in line with business requirements.

The work of the central administration team, will include the management of our reception desk and administration oversight of:

- BSL Interpreter bookings
- Room hire bookings
- Training enquiries and course enrolment
- Equipment services referrals and appointments
- Supporting facilities management

The candidate should have experience of dealing with the public, excellent computer skills and the ability to work on own initiative, as well as part of a team. This is an office-based role in West Derby, Liverpool.

We offer:

- 27 days annual leave per year, rising to 32 days per year after 5 years' service.
- Membership of the Medicash Employee Assistance Programme which cashback on a range of healthcare costs.
- Automatic enrolment and contribution to workplace pension with 3% employer contribution
- Opportunities for continuing professional development, including BSL training
- 5 days paid study leave
- Generous sick pay package

We are a Disability Confident Employer and welcome applications from people with a hearing loss.

Further information on this role and an application pack can be found at <https://www.msdp.org.uk/vacancies/> alternatively please contact: recruitment@msdp.org.uk