



## Come and work for Halifax Opportunities Trust and benefit from:

- Accredited Living Wage Foundation Employer
- 30 days Annual leave plus Bank Holidays per year
- Part time contract 21.25 hrs per week, Monday – Friday
- Hours of work will be 7am – 11.15am. 11am to 3.15pm and 3pm to 7.15pm on a weekly rota basis
- In house training and support with professional qualifications
- Mindful employer, a national initiative supporting employees to take a positive approach towards mental health at work
- Full sick pay after a qualifying period

### RECEPTIONIST

**21.25 hours per week**

**£21,351.98 annum (actual pro-rata £12,099.46 per annum)**

**Based at Elsie Whiteley Innovation Centre**

We are now looking for a passionate and enthusiastic team member, to act as a central reception point for staff, tenants and visitors to the Elsie Whiteley Innovation Centre.

You will carry out reception duties including welcoming visitors, answering telephone enquiries and performing general administration work for the Business Centres Lead and other Trust staff.

You will need:

- Some experience of using computerised information systems, including MS Office
- Ability to work as a member of a team in a multi-cultural environment
- A non-judgemental, respectful, patient and sensitive approach to all visitors
- Ability to communicate clearly, both on the phone and face to face
- GCSE or equivalent standard in Maths and English at Grade C or above

Halifax Opportunities Trust is committed to safer recruitment policies and practices. This includes appropriate DBS (disclosure & barring) checks for all, ensuring references are taken up and adequate training on safeguarding adults.

***Closing date for applications is Tuesday 4<sup>th</sup> July 2023 @ 5pm***

***For an informal discussion regarding the above post please contact  
Jason Bell on 01422 399400***

***To apply, please visit our website on [www.regen.org.uk](http://www.regen.org.uk) to view the job description and  
personal specification and click apply now***

***Please note that we do not accept CVs as a form of application.***

***Halifax Opportunities Trust is an accredited organisation of the Living Wage Foundation***

