



Vacancy
Administration Co-ordinator (HR and Communications)

37.5 hours per week (5 days, Monday – Friday)
Part Time option considered for the right candidate.

Flexible to suit service requirements, which may include one evening per week.

£23,809.50 per annum

The Dove Service is a dynamic and compassionate charity based in Stoke-on-Trent. Established in 1984, we promote and improve the emotional health and wellbeing of people who have experienced bereavement, life-changing/ limiting illness or significant loss. We support our service users to come to an understanding of their grief and to cope with their loss, enabling resilience throughout our communities.

A vacancy has arisen. We are looking to appoint an Administration Coordinator to join our Core Team.

Working as part of the administration function within the Dove Service Head Office, the role is to undertake the co-ordination of all HR support; and internal and external communications. This role includes liaising closely with the management team, and communicating with project workers, counsellors, clients and other stakeholders (including commissioners of the service).

As a member of the administration team you will be expected to understand and practice the values of the organisation: providing appropriate levels of support to your colleagues; working professionally in all areas; being innovative in your approach across the organisation; being respectful of others; empowering others; and behaving with integrity at all times.

You will be part of a team that values equality, inclusion, and diversity, and which always seeks to improve on our previous best, always looking for opportunities to promote the work of the Dove and having an open mind in the development of new ideas and services.

This diverse role requires you to have excellent administration skills/ background, alongside great flexibility, excellent time management and superb communication skills. The successful applicant also requires self-motivation and the ability to manage their own workload, as well as an understanding of working in the third sector.

If you would like more information about this vacancy, please contact Charlie O'Dell, CEO,
charlie.odell@thedoveservice.org.uk

To apply for this vacancy, please download an application pack from our website www.thedoveservice.org.uk. Please mark all completed applications F.A.O. Admin Team and email to: enquiries@thedoveservice.org.uk or via the post: Admin Team, the Dove Service, Parklands, 1 Lyme Drive, Trent Vale, Stoke-on-Trent, ST4 6NW.

The appointment will be subject to receipt of satisfactory references, eligibility to work in the UK and current enhanced Disclosure & Barring clearance.

The closing date for this role is Monday 31st March 2025 at 5pm.

