



impact

supporting

HEALTH • INDEPENDENCE • LEARNING

*Impact Initiatives is a large independent charity providing services for children, young people and adults across Sussex.*

## **HR Support Officer (Administration)**

**Part-time, 30 hours per week, Mon – Fri 9.00am to 3.30pm**

**Starting salary: £17,410 pro rata**

**Job reference: HRSO/0904**

Your tasks will be:

- The provision of a comprehensive confidential Human Resources (HR) support for Impact, carrying out a multi-functional role in HR and administration
- To provide a customer oriented service to both our internal and external customers

The ideal applicant should:

- Have excellent communication and interpersonal skills
- Have a good understanding of IT and its applications
- Successful experience of working in a busy environment, dealing with “strictly private and confidential” matters and maintaining the integrity of information.

You will need to demonstrate enthusiasm linked to personal drive and commitment and a desire to work in a professional manner.

**Closing Date for completed applications:** Monday, 20 September 2004

**Interviews to be held on:** Tues/ Wed, (28/29) September 2004

**For an application pack:** call our 24 hr recruitment line on 01273 828458

**For an e-mail version of the application pack:** e-mail  
rt.officer@impact-initiatives.org.uk

Impact Initiatives is committed to equal opportunities and particularly welcomes applicants from black and minority ethnic groups, who are under-represented in the organisation.

Charity Registration No. 276669

