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**Job Description**

**Administrator**

Our administrators provide support across all departments. These roles will be based in our main office in Bromley town centre and/or at outreaches in Anerley and Orpington.

Depending on the role, home based working may be possible. Possible roles include fundraising, social media, volunteer recruitment & training, caseworker support, Research and Campaigns, and meeting minute takers.

Commitment 1- 2 days (depending on role) a week for minimum of 6 months. Training takes about around 1 month depending on the role