

# Job Vacancy



SUPPORTING THE COMMUNITY THROUGH  
ADVICE, SUPPORT & SERVICES

## Operational Support Administrator

**The Healthy Living Centre CIC is a well-established, vibrant Social Enterprise providing a variety of health and wellbeing services throughout Buckinghamshire. Based at The Healthy Living Centre, Aylesbury the post holder will play a pivotal role in the growth and development of the organisation.**

Successful applicant will contribute proactively to the strategic management team and support the work of the organisation by ensuring compliant and progressive HR support.

**Hours of work:** 10.00 – 14.00 Monday to Friday – 20 hours per week

**Salary:** £16,000 to £17,000 dependent on experience

**Location:** Healthy Living Centre CIC, Walton Court, Aylesbury

The incumbent will be responsible for all operational support administration duties for the centre including the maintaining of HR records, processes and procedures, the accurate recording and maintenance of various databases, processing of volunteers and associated checks, assisting with the promotion and marketing of the centre through our social media, website and events.

**This post is subject to 6 month probationary period and enhanced DBS disclosure is required.**

**Application forms are available from Reception in The Healthy Living Centre CIC, Walton Court Shopping Centre, Hannon Road, Aylesbury HP21 8TJ or online at [www.healthylivingcentre.com](http://www.healthylivingcentre.com)**

**Closing date for all applications is Monday 25th May 2018**

**Ref:** HLC123