

## **Job Description**

Are you looking for a new direction, are you punctual, organised and flexible? EDS is Charity supporting a diverse spectrum of deaf people across Greater London. Here at Empowering Deaf Society we specialise in outcome focused support for Deaf BSL users. Working across Greater London, our primary aim is to enable access and independence to the day to day - we like to make a real difference for the people we support. To achieve that we also work with wider society to raise awareness and visibility of our community.

We are looking for a full time CSW/PA/Administrator to support our Operations Manager and staff in our office in Ilford, with their busy diaries, administration tasks and other duties as appropriate. We are a small but successful Charity that prides itself on its team work ability. To ensure this, the successful candidate must be willing to be flexibility and adaptable so that we can achieve our goals. This in turn develops you as in individual, whilst we expect you to share your skills we also ensure that we give our staff the ability to learn and develop them.

### **As CSW/PA/Administrator You Will**

- Communicate in with staff members/deaf clients in BSL
- Provide diary management support where required
- Maintain high level of discretion and confidentiality at all times
- Screen calls and face to face enquiries
- Coordinate meetings and take minutes
- Follow up on actions taken from meetings
- Deal appropriately with correspondence
- Maintain emails and mail where required
- Produce reports and presentations
- Assist with events coordination
- Other ad hoc duties as required

### **We Are Looking For a CSW/PA/Administrator Who Has**

- BSL Level 2 Qualification - (preferably Level 3 - can negotiate based on potential to learn and develop skill)
- A self motivated person with excellent organisation and planning skills
- A passionate person committed to people and communities
- An excellent communicator with networking skills and a professional telephone manner.
- The ability to build excellent working relationships, both internally and externally.
- High level of numeracy and literacy skills
- The ability to multi task, offer support and work well under pressure

### **Why Join Empowering Deaf Society**

- Competitive salary
- Flexible attitude to work; overtime and toil is available.
- An exciting challenge, learning a new sector and building an understanding of many of the barriers faced by Deaf people.
- Various training opportunities available, including the opportunity to learn British Sign Language.

- Opportunities to take part in events with the deaf community

**Industry**

- Non-profit/ Charity

Job Types: Full-time, Permanent ( part time also available )