

Evening Clinic Receptionist (Monday to Wednesday)

Islington Law Centre has a great opening for a part-time receptionist and administrator to run front-of-house services for our successful and highly respected Evening Advice Clinic.

This role would suit someone passionate about helping people who wants variety at work. The role is 10.5 hours per week and on a Monday, Tuesday, and Wednesday evening from 5.30-9.00pm at the Law Centre.

The role is reception duties, answering calls, administration including handling documentation and ensuring files are kept updated, assisting the Evening Clinic Supervisor in the smooth running of the clinic, and supporting the volunteers who undertake the appointments. It's a varied and interesting role and no two sessions will be alike.

You will need some experience of dealing with the public and of following office systems and procedures.

The role is paid at £14.14 per hour (pro rata salary is £25,735).

For an informal discussion about the role, please contact Matt Brown, Deputy Director at matthewb@islingtonlaw.org.uk

To apply, please send your CV and write us a letter addressing each point on the person specification. Please make sure the letter is not more than two pages long. Send your completed application to recruitment@islingtonlaw.org.uk.

Closing date: 10 October 2024 at 10.30am.

Interviews: to be arranged but likely the week beginning 14 October at the Law Centre.