

Business Support Administrator

Salary - £21,000 – £23, 000 plus generous benefits package

Hours – 37 hours per week (permanent)

Location – Glasgow

The Glasgow Alliance to End Homelessness (GAEH) is looking for a **Business Support Administrator** to support this city wide movement for change which will re-shape Glasgow's services to overcome the issues which cause homelessness.

The GAEH is a unique collaboration, the first of its kind in the UK, which sees ten organisations who, on behalf of Glasgow City Council will bring together their knowledge and experience of homelessness to collaborate and create a more coherent, coordinated, person centred, whole system approach to tackling homelessness in the City.

Responsible to the Business Support Manager this role is key to the smooth running of the business support activities of the Alliance. This includes making sure that all administrative tasks are completed on time and to a high standard, taking minutes and compiling action logs at leadership meetings, maintaining our records and systems and helping the senior leadership team maintain their correspondence.

This is a brand new role, which the right candidate can shape and make their own. If you have a can do attitude, are well organised, have great attention to detail and can communicate effectively then GAEH want to hear from you!

If you would like an informal chat about the role then contact Sandra Campbell on 07802 796012.

Sound interesting? For more information, you can download a copy of the role profile [here](#).

To apply download and complete the application form which you can find [here](#).

Please send your completed application form to Alexandra.Campbell@salvationarmy.org.uk

Closing date is the 25 June 2021 with interviews expected to take place week week commencing 5 July 2021. Due to the restrictions the interviews may be held virtually.

Previous applicants need not apply.