



Learning • Innovation • Management • Excellence

SUPPORTING A PROFESSIONAL
RESPONSE TO SEXUAL VIOLENCE

**Programmes Administrator
Part Time
15 hours per week**

Salary £24,000 pro rata

Area: Cambridgeshire

LimeCulture Community Interest Company (CIC) is a national sexual violence and safeguarding organisation based in the UK.

We work with frontline professionals, and their organisations, to improve the response to victims of sexual violence, through our range of training and professional development initiatives, research and consultancy services.

We have an exciting opportunity to recruit a Programmes Administrator to support the planning, administration and delivery of LimeCulture Programmes portfolio, often working to tight deadlines.

The successful candidate will possess extensive administrative experience encompassing sound working knowledge and experience of using a range of IT programmes/suites. You will have an accommodating approach, excellent communication skills, strong organisational skills together with the ability to prioritise and display sound judgement under pressure.

You will enjoy flexible working which will be based mainly from home with occasional travel throughout the UK

Applications to be submitted by **Friday 22 June 2018** in the form of current CV and covering letter.

Shortlisted candidates will be called for interview during week commencing **2 July 2018**

You will be required to provide two references - one of which will be from your last employer.

Appointment is subject to satisfactory references.

LimeCulture Community Interest Company (CIC)
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