



## **Admin Officer**

BRASS is pleased to be recruiting a part time Admin Officer to support the effective running of our charity.

BRASS is a registered charity that has supported Refugees and Asylum Seekers in Bedford for over 25 years. We support our clients through drop in advice sessions three days a week, English and life skills tuition and the provision of social activities.

The Admin Officer role is based at our office in Bedford town centre and will be responsible for ensuring the smooth running of the office and building.

You will be responsible for IT. Including our Access Database, social media and phones.

You will be part of a small and supportive team of employees and volunteers. We are looking for someone with excellent administrative skills who is motivated to support refugees and asylum seekers.

14 hours a week with salary of £10,200 p.a.

If you would like a Job Description or further details, please contact Brian Cunningham [Brian@brass27b.org](mailto:Brian@brass27b.org) or from 24<sup>th</sup> October to 11<sup>th</sup> November please contact [Pat@brass27b.org](mailto:Pat@brass27b.org).

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**A world where refugees and asylum seekers are included,  
accepted and supported by society**



Registered Charity Number 1096874 Approved by the Office of the Immigration Services Commissioner (N200100432)

