



Job ad (online version on [www.goodmoves.org.uk](http://www.goodmoves.org.uk))

### Administrator, Edinburgh (20 hours)

- **get2gether**
- 22,000 pro-rata
- **Closing date:** 25/06/18
- **Location:** Edinburgh

Exciting times! get2gether has just celebrated its 5<sup>th</sup> birthday and we believe we've achieved a lot – we organise social opportunities for adults with disabilities in Edinburgh and the Lothians and our membership is growing. Thanks to continued funding ...

### Administrator (20 hours)

- **Organisation:** get2gether
- **Salary:** £ 22,000 pro-rata
- **Salary info:** temporary until end March 2019. 20 hours per week. (40hrs FTE)
- **Status:** Part time
- **Closing date:** 25/06/18
- **Location:** Edinburgh
- **Website:** <http://www.get2gether.org.uk>

### Role:

Exciting times! get2gether has just celebrated its 5<sup>th</sup> birthday and we believe we've achieved a lot – we organise social opportunities for adults with disabilities in Edinburgh and the Lothians and our membership is growing. Thanks to continued funding from the Big Lottery Fund and Scottish Government our future is secure until March 2019.

**get2gether**  
c/o Thistle Foundation, 13 Queen's Walk,  
EDINBURGH, EH16 4EA  
[admin@get2gether.org.uk](mailto:admin@get2gether.org.uk) – 07867 179023  
A Scottish Charitable Incorporated Organisation  
(SCIO) SC043027





As the Administrator, you will be assisting the Manager by providing administrative and secretarial services.

The successful candidate will demonstrate excellent administrative, organisational, ICT and communication skills

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**Organisation profile:**

At get2gether we believe that everybody should have opportunities for love and friendship.

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**Application notes:**

STRICTLY NO AGENCIES!!!

Application packs are available on our website: <http://get2gether.org.uk/>

Completed applications must be e-mailed to [admin@get2gether.org.uk](mailto:admin@get2gether.org.uk) by Monday, 25<sup>th</sup> June 2018 – quoting Administrator

Interviews will take place on: Thursday, 28<sup>th</sup> June.

At: get2gether c/o Thistle Foundation, 13 Queen's Walk, Edinburgh, EH16 4EA

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