

# **JOB VACANCY**

## **Support Worker for office staff member (W10)**

**10.5 hours Per Week (1½ days per week)**

**Salary: £12.08 per hour**

If you:

- Live in / around Kensington & Chelsea or Westminster;
- Are good with administration, reading, writing, typing and organising;
- Are happy to work 1 and a half days per week (usually on a Thursday and Friday); and
- Are keen to help out and provide support;

Action Disability Kensington and Chelsea (ADKC) - a user-led Disabled People's Organisation - might have a role for you.

- As Support Worker you will provide admin and physical support to our disabled staff member in the Legal Advice Team, so they can continue to do their job of supporting local residents;
- This job will involve reading and completing paperwork as directed, general administration, note taking, preparing documents and other office-based tasks as needed.

Closing date for applications: 5pm on Friday 4th October 2024

Interviews to be held starting: week of 14 October 2024

Interested in this opportunity?

Contact us for more detailed information: [legaladvice@adkc.org.uk](mailto:legaladvice@adkc.org.uk) / 020 8960 8888