**FTC (3 months) – Administrative Assistant**

35 hours per week (Monday – Friday, 9am – 5pm)

Salary: £30K depending on experience plus benefits

Benefits:

* defined contribution Pensions Scheme (employer matches up to 8%)
* Life assurance cover 5 x annual salary
* 27 days annual leave
* Interest-free loans (including season ticket loan, Cycle-to-Work scheme, rent deposit loan)
* employee assistance programme
* excellent learning & development opportunities
* staff discount scheme,
* Medicash – medical cash plan, discounted gym membership
* a modern office and facilities

To apply please send an updated CV along with a cover letter. Please ensure that your cover letter addresses how you meet the key responsibilities stated on the Role Profile.

**Deadline for submission**: 19 September 2025

**Submit to application to:** recruitment@SW9.org.uk

Address: Stockwell Walk Park, London SW9 0FG

To discuss the role or for more information call: Andrea Lewis, HR Manager on 0207 326 3771.