



Ref: 2092

Team Administrator - Maternity Cover

Part-time - 23.5 hours per week

(Monday-Friday inclusive, may involve some evening and weekend work)

Starting Salary £16,456 pro rata £26,240

(Salary Band 2a £26,240 - £26,429)

The role of the Administrator is to provide clerical and administrative support within a defined area of service provision. The post holder will be responsible for maintaining accurate records in both paper and electronic format in accordance with Agency policy and procedures. The Administrator will process information and data along with coordinating meetings, minutes and supplies of resources within their defined area of service provision.

The Administrator will be responsible for providing support to the reception service as required, including telephone enquiries and covering the reception desk in periods of absence.

For further information and an application pack please visit the Job vacancies page of our website at <https://harbour.org.uk/get-involved/jobs-at-harbour/>

Closing Date for receipt of applications:

Friday 31st July 2026 at Midday

Interview Date: To be communicated

Harbour is an equal opportunity employer and invites applications from all sectors of the community. All offers of employment will be subject to an enhanced DBS check, Occupational health clearance and satisfactory references.

Benefits of working for Harbour include the following:

28 days leave (rising to a total of 31 in year 3) plus bank holidays, 2 extra Festive days, Birthday Day off, access to the Cycle scheme and Tech scheme, workplace Pension (Employer contribution 5%)

Access to the Employee Assistance Programme