

Mary Ward Legal Centre

We are looking for an **Access to Services Adviser** to provide a specialist telephone and face-to-face triage service to Legal Centre clients and other administrative support. Good communication, organisational and team working skills essential. The post is 28 hours per week.

We offer excellent terms and conditions, flexible working and 35 days' annual leave.

Full-time equivalent salary: £21,086

Actual Salary: £16,869

Closing date: 13 February 5pm

For a job pack visit:

<https://www.marywardlegal.org.uk/about-us/job-opportunities/>

We do not accept CVs.

Registered charity number 1024148.