

Mary Ward Legal Centre

Mary Ward Legal Centre is looking for two **Access to Services Advisers** to provide a specialist telephone and face-to-face triage service to Legal Centre clients and Adult Education Centre students and provide other administrative support to the both Centres of the Mary Ward Settlement.

Good communication, organisational and team working skills essential.

One post is full-time (35 hours per week) and one is part-time (21 hours per week).

Full-time equivalent salary:

£20,265 - £22,632 (pro-rata for 21 hours)

Closing date: 12 March 10am

For more information visit our website

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

We do not accept CVs.

Registered charity number 1024148.