



Evening Receptionist required 9 hrs per week for counselling service in central Dunfermline.

£16,380 pro rata. Permanent appointment.

Hours 5.15 – 8.15 Monday – Wednesday (exact hours may vary over time). Experience of customer/client-focussed reception work essential, as are good telephone skills and working knowledge of MS Office. An awareness of/sensitivity to the needs of vulnerable groups a strong advantage.

Main duties: welcoming clients, taking phone calls (including client referrals), assisting counsellors and volunteers as required, updating calendar, and securing premises at close of business.

Full training will be given. The post holder must hold PVG clearance.

Email contact@safe-space.co.uk for application pack. Closing date noon on Monday 11 February.