

***Tackling Substance Misuse Related Issues***

***Reducing Harm and Supporting Positive Change***

**ASCERT is a Northern Ireland charity and leading provider of services addressing drug and alcohol related issues.**

**Why join the ASCERT team?**

* 28 Days Annual Leave plus 11 Bank/Public Holidays
* Christmas Shopping Day
* Time off for Mental Health Awareness
* Time off in Lieu Policy
* Hybrid Working Options
* Investors in People GOLD employer
* Ongoing training & study opportunities
* Competitive Pension contributions from ASCERT
* Staff Wellbeing Programme
* Employee Assistance Programme through Inspire Workplaces
* Staff Working Groups to give staff a say in Organisational Development
* Staff Representatives
* Staff Reward & Recognition Programme

**We are currently seeking to expand our Administration team and are recruiting for the following position:**

**Front of House/Operational Administrative Officer**

This role in ASCERT is a key position and will provide support to ensure the smooth running of our Belfast Office and provide an effective and efficient administration service to our senior management team and board of directors. You will also help ensure callers to ASCERT are signposted to the most relevant services.

The post holder will also support the Operations Director in running an efficient operational function by providing effective and efficient administration support, developing and maintaining appropriate administrative systems.

**JOB TITLE Front of House/Operational Administrative Officer**

**RESPONSIBLE TO Human Resources Manager**

**LOCATION Belfast Office**

**LENGTH OF POST Permanent (Subject to Funding)**

**HOURS 35 Hours per week**

**SALARY NJC SCP 4 Point 12 £27,711 Plus 4% pension**

Please send your CV along with Equal Opportunities & GDPR forms to [nualaa@ascert.biz](mailto:nualaa@ascert.biz) by

**5PM ON FRIDAY 16th MAY 2025**

ASCERT are an equal opportunities employer