**Suicide Awareness & Prevention**

Invites applications for the posts of

**Receptionist/Admin Officer**

Part time (13.5 hrs per week)

3 x Mornings

**Salary: £22,366 - £23,893 Pro Rata (NJC Scale 1, Point 1, to NJC Scale 3, Point 6)**

**Dependant on experience**

Lighthouse is a North Belfast Based mental health and suicide prevention agency, established 20 years ago. We are committed to the prevention of suicide, promotion of positive mental health and support to families who have been bereaved through suicide. Since its inception, the organisation has grown and developed, in line with the needs of Lighthouse clients and the changing community landscape it serves.

Lighthouse’s vision is ‘To be recognised as a beacon of hope, saving lives and creating a brighter future’.  It has worked hard to dissolve the stigma associated with suicide and poor mental health, through designing a portfolio of early interventions, counselling projects, information and resources for families, carers and individuals, dealing with impact of suicidal thoughts and bereavement by suicide.

The receptionist/admin officer will be required to operate switchboard, manage front of house duties and assist with the operation of administrative systems, to ensure the smooth running of Lighthouse.

Applicants require a minimum of 2 years’ experience working in reception/administrative work.

Lighthouse offers a comprehensive company induction, competitive rates of pay, continuing professional development opportunities, enhanced annual leave, occupational sick pay, company pension, reduced cost health programme, on-street parking at offices and an employee engagement programme.

If you’d like to join us and be part of a team that cares about the work they do and the people they work with, please download an application pack or email: cecilia@lighthousecharity.com

***Only those who clearly demonstrate on application that they can meet the essential criteria will be interviewed***

**Please note this post will be subject to an Access NI Check**.

*Closing Date for applications – 5pm on Monday 3rd March*

 **Lighthouse**

**187-189 Duncairn Gardens**

**Belfast BT15 2GF**

**T: 02890 755070**

**E: info@lighthousecharity.com**

**W:** [**www.lighthousecharity.com**](http://www.lighthousecharity.com)

**\*Please note that Lighthouse is an Equal Opportunities Employer**