We are recruiting!

SMART Administration Support to the Scottish Veterans Project

£10/hour, 10 - 15 hours per week

Temporary 2-year contract in the first instance.

Based: Working from home, laptop and phone supplied

We are excited to announce that due to successful grant funding from Scottish government we are looking for an Administrator to support the Veterans Coordinator. Must have experience of serving in the military (any capacity) and an understanding of the issues veterans in recovery from addiction face.

Experience: data collection and entry, excellent IT skills, and be able to communicate with a wide variety of individuals and other agencies, accurate and confidential record keeping.

Personal Qualities: a calm manner, compassionate towards people in recovery from addiction. Need to have excellent organisational skills, able to work with volunteers and work well as part of a team. Self-motivated, able to work with minimal instruction.

Knowledge: Microsoft Applications, Social Media Applications, knowledge of the SMART Recovery Program is advantageous.

Working alongside the existing SMART Veterans Co-Ordinator and other partners, you will also be raising awareness of the programme and developing networks with veterans/referral organisations. In addition, you will contribute to the UK development of SMART Recovery via our 3-year strategy and the global development of SMART Recovery via projects identified by Smart Recovery International.

Although you will be home-based it is expected that on occasion you will attend meetings and events with possible overnight stays, as part of the SMART team.

For an application pack email info@smartrecovery.org.uk

The closing date for completed applications is Wednesday 5 October 2022

Interviews will take place week beginning 10 October 2022

This post is subject to a satisfactory DBS/PVG check