

**Receptionist/Administration Assistant – Candidate Information**

VisionPK is a small charity based in Perth, offering services to people living in Perth and Kinross who are blind, partially sighted, Deaf and hard of hearing.

Our aim is to support the empowerment of people with a sensory impairment to take a full and fulfilling role in society and help them achieve the personal outcomes they aspire to.

We do this by providing and continuously developing a wide range of services for people with a visual and / or hearing impairment, in partnership with appropriate statutory, voluntary and business sector organisations.

Our values are trust; respect; empathy; being inclusive; encouraging independence, offering choice and promoting quality. Our strategic aims are:

* To have happy, satisfied and committed staff and volunteers, whose work and approach reflects our values.
* To promote independence for people with sensory impairments
* To increase awareness of VisionPK across Perth and Kinross.
* To improve VisionPK’s financial sustainability
* To put into place systematic, evidence-based processes to monitor and evaluate our work and impact
* To ensure VPK’s infrastructure, systems and processes are robust and up to date
* To develop new services for people with sensory impairments

Our services and supports include:

* Rehabilitation services for visually impaired adults
* Hearing support for people who are Deaf, profoundly deaf and hard of hearing
* Equipment provision
* Information and advice
* Social activities for people with sensory impairments
* Group work and outreach

**Role Information**

As Receptionist / Administration Assistant, you will be an important member of our small team. You will be the first point of contact for people contacting us by phone or in person – many will have a sensory impairment, having lost their sight or hearing. Since sensory loss is largely age related, most contacts will be with older people, their friends or families. Other key contacts will be voluntary sector staff, or the Council / NHS, with whom we work closely.

You will learn a lot about the equipment we can offer, how we help people and our admin systems; when you join us, you will have a thorough induction from our Office Manager, Leanne.

We are at an exciting stage in our development, having recently moved to Perth High Street so that more people know about us and can benefit from our services. We are finalising plans for the new Sensory Hub which will see us refurbishing our ground floor premises to make them feel comfortable and appealing to our client group. It will include a new reception area near the front door, an IT area, a lounge area with lighting and magnifiers, a demo bathroom and a demonstration kitchen and coffee area for clients plus a large meeting room and some smaller assessment rooms.

You will need be good in a team, with a warm, friendly personality and a genuine interest in helping people. You should have experience of working with minimal supervision, dealing with the public and record keeping / filing, as well as using Microsoft Office applications and using a database. You should fit well with our values of trust, respect, empathy, inclusion, encouraging independence, offering choice and promoting quality.

You will need to be a member of or be prepared to join the Protection of Vulnerable groups scheme.

This is an opportunity to make a positive impact on the lives of people with sensory impairments, as well as contributing to the success of VisionPK.

To find out more, please download an application pack from our website, [www.visionpk.org.uk](http://www.visionpk.org.uk) or email /call leanne.scobie@visionpk.org.uk on 01738 626969.

**Closing date for applications**: 5.00pm on 22August 2022

**Interview date:** Week beginning 5 September 2022

**Terms and Conditions for Applicants (Receptionist / Admin Worker)**

The following terms and conditions are offered by VisionPK. Any variation to these will be detailed in your contract of employment should an offer of employment be made.

All terms and conditions are calculated pro-rata for part time or sessional staff.

The salary for the post is £18,599 - £19,709 for 34.5 hours. Hours are 9.00am – 5.00pm over five days, finishing at 4.30pm one day. Occasional Saturday work may be necessary.

**Holiday Entitlement:**

35 days annual leave including Public and Bank Holidays

**Sick Pay:**

In addition to Statutory Sick Pay, VisionPK offer a company sick pay scheme that increases with your length of continuous service.

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| **Continuous Service** | **Maximum payment in any rolling twelve month period** |  |
| During first year of service | Four working weeks’ full pay and eight working weeks’ half pay |  |
| During the second year of service | Eight working weeks’ full pay and eight working weeks’ half pay |  |
| Three years’ service or more | 12 working weeks’ full pay and 12 working weeks’ half pay |  |

**Pension:**

Defined benefit pension scheme based on career average earnings

**General employment policies:**

VisionPK is an equal opportunities employer and we are proud of our terms and conditions. We recognise that from time to time our employees may need additional support and as such we offer a flexible and supportive working environment. This includes specific policies on matters such as paid compassionate leave, special leave, financial support for occupational training and the opportunity to negotiate flexible working arrangements.