



**Post: Assistant Clerical Officer/Receptionist (37.5hpw) Salary £15,163
per annum**

Location: Arts Care Central Office, 2 Crescent Gardens, Belfast, BT7 1NS

Arts Care is seeking an experienced, highly motivated and committed individual to appoint as Assistant Clerical Officer/Receptionist who will undertake a comprehensive range of assistant clerical, receptionist and secretarial duties to the Arts Care team within the Arts Care Central Office, Belfast.

Arts Care is Northern Ireland's leading Arts in Health organisation. It delivers a wide range of participatory and commissioned arts programmes at the heart of Health and Social Care across Northern Ireland.

For a full job specification and to download an application form please visit our website at www.artscare.co.uk/jobs.

Applications must reach the Arts Care office by 4pm on Monday 19th March and interviews will take place Friday 6th April or Monday 9th April 2018.

For more information on Arts Care and our work, please visit our website where you can download our annual report and other information relevant to the post.

Arts Care is an equal opportunities employer.

*Arts Care is a company limited by guarantee with charitable status
Company No N1058264
XR 77433*