



Voices in Exile

Expression of Interest

Temporary Office & Reception Assistant

As our Office Administrator will be leaving in the coming weeks, Voices in Exile is seeking a temporary Office & Reception Assistant to help ensure the smooth running of our office while we recruit to a permanent position.

This is a practical, people-focused role and would suit someone who is organised, welcoming and enjoys supporting a busy charity environment.

Hours

20 hours per week, worked over four days (Tuesday to Friday), from 10.00am to 3.00pm each day. This includes a 30-minute unpaid lunch break.

Location

Our office in Kemptown, Brighton.

Duration

Temporary fixed-term arrangement until a permanent appointment is made.

Suggested start date: Monday 19th October 2026

Proposed end date: Thursday 31st December 2026

You will be required to take accrued holiday during the last week of December when the office is closed.

Salary

£25,989 FTE (NJC spine point 6)

Main responsibilities

- Welcome visitors and service users to the office
- Answer telephone and email enquiries - respond promptly and signpost appropriately
- Manage incoming and outgoing post
- Maintain kitchen supplies such as milk and coffee
- Arrange meetings via Zoom
- Support the smooth running of the office and reception area
- Provide general administrative support to staff

- This role requires the ability to lift and carry items, and to move up and down stairs as part of daily responsibilities
- Undertake other reasonable administrative duties as required

We're looking for someone who:

- Has experience of working in an office, reception or customer-facing environment
- Is friendly, approachable and able to communicate with people from a wide range of backgrounds
- Has good organisational skills and attention to detail
- Is confident using Microsoft 365 including Outlook, and online meeting platforms including Zoom and Teams
- Can work independently and manage competing priorities
- Understands the importance of confidentiality
- Shares Voices in Exile's commitment to supporting refugees, asylum seekers and migrants with dignity and respect.

How to apply

Please send:

- A current CV, and
- A brief expression of interest (no more than one page) outlining:
 - Your relevant experience and skills (paid or voluntary)
 - Why you are interested in the role
 - Your availability to start and any current commitments

If you do not have a current CV, please include details of your relevant experience within your expression of interest.

Please email your expression of interest and/ or your CV to administrator@voicesinexile.org by **Tuesday 13th October 2026, 9.00am.**

We aim to interview on **Thursday 15th October.**

Informal enquiries are welcome.

We particularly welcome applications from people with lived experience relevant to the communities we serve.