

**Job Title** Operations Assistant  
**Salary:** £20,000 p.a. pro rata  
**Hours:** 18.5 hours per week (based on FTE 37.5 hours)  
**Term:** Fixed term for 12 months

**Place of work:** An office base is provided at The Terminus Initiative upper rooms, Lowedges.

The Terminus Initiative delivers the People Keeping Well programme in Beachief & Greenhill ward under contract to Sheffield City Council. This addresses health inequalities in selected areas of the city by engaging communities in the planning and delivery of interventions to improve health and wellbeing.

The role of the Operations Assistant is to support the work of the Health living centre and the wider Terminus team by providing administration and operational support. This post is funded through Sheffield City Council's People Keeping Well Programme.

**For an application pack please contact Joy Arnott (Health Improvement Manager) [joy@terminusinitiative.org](mailto:joy@terminusinitiative.org)**

**Deadline for application is 5pm on Monday 6<sup>th</sup> June. Please send applications to [admin@terminusinitiative.org](mailto:admin@terminusinitiative.org)**

**Interviews will be held in person on Friday 17<sup>th</sup> June**