STARS DORSET

WE ARE RECRUITING

OPERATIONS ASSISTANT

Finance & HR Administration | 1 post

HOURS & CONTRACT	37 hours per week | Permanent
SALARY	£25,625 FTE
LOCATION	Dual based in Dorset, with travel between sites

Help Our Services Run Smoothly

Join STARS Dorset and provide the finance, HR and administrative support that enables our frontline teams to deliver specialist services to people affected by rape and sexual violence.

Working with the Operations Manager and Senior Finance Officer, you will process invoices and expenses, raise purchase orders, coordinate recruitment and onboarding, and maintain accurate workforce and financial records.

You will also support office systems, enquiries, supplies and premises arrangements, helping our centres remain safe, welcoming and well resourced.

The role includes one evening each week, currently Tuesday or Wednesday, and travel between sites. You will undertake First Aider and Fire Marshal duties following appropriate training.

About You

- Administrative or office-based experience and confidence using Word, Outlook and Excel.
- Strong organisational and numerical skills, with careful attention to detail.
- Experience maintaining records, handling confidential information and responding to enquiries.
- A professional, compassionate approach and the ability to prioritise competing deadlines.
- Willingness to question discrepancies and work collaboratively with colleagues.

Please demonstrate how you meet the person specification in your application.

Why Join STARS Dorset?

Be part of a values-led organisation committed to Integrity, Excellence, Determination, Innovation and Support. Your work will help colleagues focus on delivering high-quality support to clients.

We offer

- 26 days annual leave, rising to 29 days, plus bank holidays.
- Birthday leave and emergency carers' leave.
- Company pension scheme.
- Ongoing training and professional development.
- Regular management support.
- A focus on wellbeing and a supportive working environment.

Diversity and Safeguarding

We welcome applications from all sections of the community. Reasonable adjustments will be considered throughout recruitment and employment.

We are committed to safeguarding children, young people and vulnerable adults. Appointment is subject to a satisfactory Enhanced DBS check and eligibility to work in the UK.

GCSE English and Mathematics at Grade 4/C or equivalent are essential. Experience in recruitment, finance administration or charity work is desirable.

Make a Difference Behind the Scenes

APPLICATION CLOSING DATE

9am, Tuesday 10 November 2026

ANTICIPATED INTERVIEW DATE

Friday, 20th November 2026