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Learning Disability England

21st February 2017

Learning Disability England is recruiting in Canterbury!

Learning Disability England is excited to announce that we're looking for someone to join our team.

We're looking for an organized, proactive and friendly **Personal Assistant** to support our Co-Founder in his unique and exciting role.

The key duties of the Personal Assistant to LDE's Co-Founder include:

- Supporting the Co-Founder with his day-to-day tasks.
- Drafting communications including newsletters, blogs and articles for a range of publications from LDE's own blog to national news outlets.
- Designing and implementing systems which support the day-to-day duties of the Co-Founder.

The role is **part-time** and will be based in **Canterbury**.

For more information click [here](#).

To request an application pack, please email Mariana at mariana.ortiz@LDEngland.org.uk.

If you have any questions about the role you can call us on **0300 201 0455**.

Thanks,

The LDE Team



