

Living Witness Project

Quakers for sustainability

Part-Time Administrator

The Living Witness Project is a registered charity supporting a national network of Quaker meetings developing our witness to sustainable living in Britain. The Trustees are seeking a new staff member to provide the main administrative support/office management for the organisation.

The post will be approximately 10 hours per week, working mainly from home, at times to suit the post-holder, but with attendance at the Quaker Community, Bamford,, approximately once a week for meetings and to collect and drop off paperwork.

The contract will be for one year initially with the intention of extending indefinitely subject to funding.

There will be a six month probationary period.

Further enquiries and applications by e-mail only to: info@livingwitness.org.uk by 12th February 2010. Please send a CV with a covering letter explaining what attracts you to apply for this position and what you would bring to it.

Please include contact details, preferably telephone and e-mail, for two referees. We will not contact them unless we arrange an interview with you.

We hope to hold interviews in Bamford on 25 February or 1 March. Please let us know your availability for interviews in your application letter.

Living Witness Project

Job Description: Administrator

Employer: Living Witness Project, Quaker Community, Water Lane, Bamford, Hope Valley, S33 0DA.

Job Title: Administrator

Location: Working from home and at Quaker Community, Bamford.

Reporting to the LWP Co-ordinator

Purpose of Job: to provide the core administrative support for Living Witness Project

Responsibilities: the administrator will undertake the following tasks:

- Receive and forward or respond to mail and e-mail
- Process incoming payments, invoices and membership renewals from Friends and Meetings.
- Maintain financial and membership records in Excel spreadsheets.
- Ensure that documents are appropriately filed.
- Send out welcome letters and materials to new members.
- Arrange for printing and distribution of leaflets and publications.
- Organise events for group sizes up to about 30, including booking venues, arranging advertising to potential participants, preparing and distributing registration forms, receiving and processing bookings, distributing advance information to participants, sending out material as necessary after events, invoicing participants where necessary and following up to ensure payments are received.
- Prepare mailing labels for the LWP quarterly newsletter, *earthQuaker* (using mail merge from the membership database).
- Prepare and carry out periodic mailings to Quaker meetings around Britain.
- Maintain the LWP website, in particular the calendar page and news.
- Take part in weekly meetings/conversations to set work priorities.

Hours/days of work: 10 hours per week on average; about 6 days/month. Timing of the work is up to the post-holder but regular conversations will be needed with the LWP co-ordinator. Incoming e-mail will need to be processed at least twice a week and incoming mail at least once a week.

Remuneration: £8.50 per hour

Annual leave including bank holidays: 30 days *pro rata* (i.e. approximately 8 days per year)

Equivalent to remuneration of £9.60/hour without annual leave.

Start date: as soon as possible.

Post-holder minimum requirements

Good knowledge of and strong personal commitment to Quaker values and practices

Strong organisational skills.

Competence in the use of office software such as OpenOffice and Microsoft Word and Excel (e.g. for accounts, databases, mail merges, preparing and editing leaflets, updating web pages etc.)

A high degree of self-motivation and ability to work in a small, mostly volunteer organisation.

Ability to work both independently and in close collaboration with others

We are striving to offer equal opportunities and welcome applications from people with disabilities.