



COMMUNITY WOODLANDS ASSOCIATION

JOB DESCRIPTION: Administrator

Part-time: approx 9hrs per week £10.75/hour

Location, Chief Executive's office, Kintessack nr Forres

Introduction

The Community Woodlands Association (CWA) is a charitable company which helps Scotland's 200 community woodland groups to achieve their aspirations and promotes and represents the community woodland movement to government and the wider world

We are seeking an effective and efficient **Administrator** to run our office, produce communications with our membership and support our delivery of training and networking events.

Accountability

The post-holder will report to the CWA Chief Executive.

Main tasks

- Bookkeeping, including maintenance of CWA accounts, processing of payroll, bills and invoices.
- Maintaining the CWA membership database, managing membership applications and subscription renewals.
- Managing the CWA Members e-group and producing regular communications with the CWA membership, including the monthly e-bulletin and quarterly newsletter.
- Managing membership surveys and collating results.
- Managing bookings and arrangements for our annual conference and other training and networking events.
- Maintaining and updating the CWA website and CWA social media accounts.

Essential experience, skills and attributes

- Experienced, capable administrator producing accurate written and bookkeeping work
- Demonstrable experience of and competence in using MS Word and Excel
- Experience of producing e-newsletters
- Using social media in a work context.

Desirable experience

- Website management
- Setting up online surveys and compiling results
- Report-writing
- Knowledge of the community sector.

Terms & Conditions

The job will primarily be located at the Chief Executive's home office, Kintessack, nr Forres, with opportunity for some homeworking.

Work hours will be flexible, to be arranged to mutual agreement, but will typically include 1 - 2 mornings per week.

Very occasional travel within Scotland will be required – expenses will be reimbursed.

Part-time: ~9hrs per week @ £10.75/hour, paid monthly in arrears

The appointment will be subject to a 6 month probationary period.

The Community Woodlands Association has an equal opportunities policy to ensure all members of staff employed by the Association and all applicants for employment will be given equal opportunity irrespective of sex, marital status, race, colour, nationality or ethnic origin, in all aspects of recruitment, employment, promotion and training.

The Association is committed to giving full and fair consideration to people with disabilities applying for this post who possess the relevant skills and experience.

Application

Please send a current cv and covering letter, including details of 2 referees, to Jon Hollingdale at jon@communitywoods.org by Monday 11 December 2017.

Interviews will be held in the week commencing Monday 18th December.