



COMMUNITY WOODLANDS ASSOCIATION

JOB DESCRIPTION: Administrator

c. 7 hrs pw, £10 / hr
to 30th June 2010

Location: Chief Executive's office, Forres

Purpose of Post

To carry out administrative tasks to support CWA delivery of services and training events.

Main Tasks

Bookkeeping, including maintenance of CWA accounts, processing of bills and invoices
Processing and preparing regular communications with the CWA membership
Supporting CWA staff as required with administrative arrangements for training events
Updating and maintaining the CWA website.

Person Specification

The successful candidate will be an experienced, capable administrator producing accurate written and bookkeeping work. Strong knowledge and experience of MS Word and Excel are essential; previous experience of updating and managing websites would be desirable.

Work place, conditions, etc

The job will be located at the Chief Executive's home office, Kintessack, nr Forres.
Work hours: flexible, probably 2 mornings per week, but to be arranged to mutual agreement. CWA is an equal opportunities employer.

Application

Please send a current cv and covering letter, including details of 2 referees, to Jon Hollingdale at jon@communitywoods.org by Friday 15 January 2010

