



## **Part time Administrator**

This is a part time role working flexibly across 8 hours a week

Main roles will include but not limited to:

- Provide administrative support to the Operations Manager and Activities Manager
- Distribution, amending and updating of all policies
- Electronic and Hardcopy file maintenance
- Thankyou cards, general correspondences to partners and fundraisers
- Additional admin tasks as they arise
- Assistant where required with admin for play worker training
- Assist with admin support for supervisions and appraisals

### Requirements

- Working knowledge of Microsoft Word, Excel and Powerpoint.
- Previous Administration experience is required.
- Willingness to take ownership of the role and really make it their own.

### Benefits

- Competitive pay
- Flexible working hours to suit the right candidate
- Lovely rural location with free parking
- Working for a small charity that supports families and young people with additional needs and disabilities

### How to Apply

Email [sammy@letsplaybanbury.org](mailto:sammy@letsplaybanbury.org) for an application form

All applications must be received by Friday 18<sup>th</sup> January 2019