

Foresight Gardening Enterprises CIC

Role Description

Role Title:	Administrator
Responsible to:	Project Manager
Where (Location):	We are looking for someone who can deliver this role from home.
Time commitment:	On average 3 hours per week.
Role description:	This role can be deliver by one or more administrators dependant on the individual's area of interest and skill set. The following task are for illustrative purposes only and the applicant should not be concerned if they do not possess all of these skills.
Main tasks:	<ul style="list-style-type: none">• Keep accurate volunteer records including attendance and benefits attained from volunteering with Foresight• Help with marketing and volunteer recruitment• Keep records of work completed and produce timely reports for funders• Book keeping using online systems• Website updates using Wordpress – there is a separate web support role• Minute taking at Board meetings• Responding to emails as required
Required skills, qualities and experience	<ul style="list-style-type: none">• Good admin and organisational skills• Book keeping would be an advantage• Good IT skills
Training and support available:	Where funds allow, we will provide external training as required
Any other requirements	Reliable
Recruitment process:	All applicants must complete an application form (see website) and will then be invited to an informal interview.
Date role created:	June 2016