



## Part-time Business Administrator

Action for the River Kennet is the rivers trust for the Kennet and Pang catchments. To support our activities on the river we need an excellent business administrator. Based at our office in Marlborough you will keep the organisation running smoothly. Hours are flexible and some meetings and events will occur outside normal working hours. This is 16 hour per week role, with the potential to grow.

### Key Tasks

The successful candidate will be a confident and experienced business administrator. They will:

- Be responsible for day to day management of office facilities and office supplies
- Maintain key policies and documentation including insurances, H&S, Data Protection, First Aid Course validation, etc.
- Arrange and take minutes at approximately eight meetings per year
- Arrange and take minutes at meetings of ARK Executive Committee four times a year and the annual AGM. Tasks to include circulation of agendas, minutes, associated documentation and maintaining contact lists.
- Maintain ARK Membership database, to include payment details and renewal communication.
- Maintain key contact lists
- Organise and attend occasional events and travel to meetings in Hungerford, Reading and London. Events may include fund raisers, river walks and training workshops.
- Organise mail outs and email communications to members and supporters
- Monitor project income and expenditure and prepare a monthly report
- Ensure that project progress reports are completed by project officers and submitted on time
- Ensure that payments and grant claims are processed and submitted on time.

### Key Skills and experience

- Exceptional organisation
- Confident use of MS Office software
- Familiarity with Mailchimp and bulk email software
- Driving licence and access to a vehicle
- Experience working happily with a wide variety of people and groups

### Application

Please send a CV and covering letter to Action for the River Kennet, Elcot Park, Elcot Lane, Marlborough, SN8 2BG or email to [charlotte@riverkennet.org](mailto:charlotte@riverkennet.org).

Closing date: 11 January 2021

Interviews during the week commencing 18 January 2021