

BIRMINGHAM FOOD COUNCIL

VACANCY: PART-TIME ADMINISTRATOR

We are recruiting a part-time administrator to support the running of the Birmingham Food Council.

If you're interested in this post and fit the job profile below, please send your CV (max 2pp) with a covering letter to kate.cooper@birminghamfoodcouncil.org by 21st July 2017.

Key capabilities

- ❖ Efficiency in the organisation and delivery of Board Meetings (including minute-taking), and working with the Chair and project leads to make sure all the Board actions are implemented
- ❖ Proficiency in social media, website content updates and support of all communication from the Birmingham Food Council to Board Members, project leads, other stakeholders and the wider public
- ❖ Capability and reliability to keep CIC accounts and banking in order, and liaising with our accountants on annual accounts and returns (training can be provided)
- ❖ Competence to lead on and support smaller projects to ensure smooth running of the CIC; e.g. setting up an office, phone contracts, relationships with suppliers, et al
- ❖ Ability to organise and help run Annual Meetings and other events
- ❖ Ability, or potential ability to undertake research supported by the Chair or project leads

Attributes & skills

- ❖ Able to work well on their own, be proactive in approach and anticipate what is and will be needed
- ❖ Clear concise communicator with excellent writing skills
- ❖ Numerate
- ❖ Be a quick learner, and fearless in asking for help when needed
- ❖ Interested in Birmingham and its surrounding conurbation, and in city-level initiatives
- ❖ IT-literate, ideally familiar with or willing to learn Apple systems, Wordpress and MailChimp
- ❖ Flexible in working approach and hours

Remuneration

- ❖ Salary calculated at £100/day (a day at 8 working hours), 5 days/month
- ❖ Annual salary therefore anticipated at £6,000 plus any on-costs
- ❖ Plus opportunities to undertake project based work if within your skill set