Advertisement:

Administrator, ADSHE
Applications are invited for the post of part-time administrator for ADSHE.

ADSHE is the national organisation which represents specialists working with students with a range of specific learning differences in Higher Education. ADSHE seeks to define and encourage best practice in this challenging field. The association has recently experienced a surge in membership and now has around 800 members. It has also become a company limited by guarantee. These changes mean that we can now invite applications for an employed administrator's post.

You will have excellent organisational skills and a proven record of working in an administrative role including taking Meeting Minutes – our Executive meet about 5 times a year. You will need to be friendly and efficient, able to respond to a range of enquiries, and have experience of basic book-keeping and handling bookings for various events, like our annual Conference (± 150 delegates attend). You will need to be IT and internet literate, with experience of using databases. The administrator will act as the first point of contact for members' queries; will support the executive and directors; and will help coordinate events and other professional activities of the organisation.

There is an expectation that you will initially work from home, but that you would be willing to work, at least for some of the time, in an office environment if required. There is also an expectation that your travel time to London would be under 2.5 hours.

This position will suit a self-motivated, hardworking and enthusiastic individual with excellent IT skills who is prepared to work flexibly.

The post is initially for 20 hours per week spread over five working days (annual events such as conference are additional) and the pay is £15.00 an hour.

CLOSING DATE: Friday 28th April 2017 5.00pm
INTERVIEWS: Monday 8th May 2017 in London times to be confirmed

For a job description and application form of further information, please contact:
ros.lehany2@gmail.com

ADSHE 31.03.17