

Administration support

Location – Birmingham UK

Remuneration - £6.80 – £9.75 per hour (depending on experience)

A fantastic opportunity exists to join the MANSAG office, an international charity. Your role will include off site administrative support to the officers of MANSAG, including support for national events in the UK; coordinating the dissemination of information and updating member databases from a virtual office.

This is a fixed term opportunity for 1 year (renewable for up to 3 years) with an initial probationary period of 3 months. The number of hours required is expected to vary, and is likely to increase over the duration of the appointment to a maximum of 3 hours a week for up to a maximum of 30 weeks of the year. The number of hours required, and how the hours are worked, will be determined and periodically reviewed with the Secretary General.

The role may sometimes require some travel (including weekends) to support meetings in locations across the country. You will work most closely with the Secretary General and the Web master but will also support and communicate with the President and other members of the executive committee. Well developed internet and communication technology and communication skills are therefore essential to the role.

The successful candidate will be educated to a minimum of NVQ 3 or equivalent qualifications but a degree will be desirable. You will have experience of delivering an administrative service to committees and for events. You will have well developed organisation skills, be able to successfully manage multiple tasks with competing deadlines and be utterly professional in approach.

The successful candidate will have a relationship with MANSAG and be expected to fully support the organisations aims and objectives. To be considered for this superb opportunity, please contact Dr CE Okirie by emailing secretary@mansag.org. Alternatively, please telephone 07951 490373 or 01564 823040. Closing date for application is 31/12/2009.