

## **STREATHAM ACTION PART-TIME ADMINISTRATOR**

**Streatham Action is seeking to appoint a freelance, part-time administrator for an initial period of six months, starting as soon as possible.**

Streatham Action is part of the Lambeth Forum Network and the work of this group has stepped up several gears over the course of the past year to the extent whereby the abovementioned role is now a necessity rather than a desire.

### **ROLE DESCRIPTION**

You will be working closely alongside the Chair of Streatham Action and the Chairs of its sub-groups, to:

- draw up agendas for all committee meetings, together with the agendas for any public meetings;
- book meeting venues and arrange layouts and where necessary arrange refreshments
- keep membership records up to date, guaranteeing their integrity, storing data securely and carrying out backup regularly;
- help to maintain and update Streatham Action's website, which has recently been revamped, thereby to include details relating to meetings, news, links to community information, services and events and to incorporate links to details of all Streatham planning applications;
- work to bring up to speed Streatham Action's Social Media accounts, keeping them up to date;
- working with a Committee member, produce and distribute a regular mailchimp newsletter;
- produce all requisite publicity for all public meetings organised by Streatham Action, ensuring it is distributed appropriately;
- take minutes of all Streatham Action's main committee and sub-group meetings (approximately once every six weeks for the main committee and once every two months for the various sub-groups), public meetings (on an occasional basis) and Annual General Meeting (in September each year);
- circulate meeting agendas, minutes and other papers in a timely manner;
- work with the Chair, Chairs of sub-groups and other Committee members as directed by the Committee, to draw up, and maintain, a list of all other

community groups in the central Streatham wards in order to ensure that relationship building with appropriate additional groups within Streatham is established and maintained and to promote those groups' activities on Streatham Action's website, as and when appropriate;

- alongside the Chair, maintain effective links with the co-ordinators of Lambeth Forum Network;
- help to maintain Streatham Action's already strong relationship with Streatham BID.

### **APPLICANT SPECIFICATION**

The successful candidate will need to have computer equipment that will allow for him/her/them to undertake all of the above responsibilities.

For undertaking this role of Administrator, we require a candidate who will be able to demonstrate the following skill set:

- working independently, whilst also working effectively as part of a team;
- taking comprehensive, yet also concise, minutes;
- managing a contact list/database;
- ability to maintain a website;
- good communication skills, both written and verbal;
- effective time management;
- a passion for Streatham and a commitment to involving all sections of the community in consultation and events.

The hours required will vary from week to week and will necessarily include evening work, for the purposes of taking minutes at all committee meetings. The successful candidate will be employed initially on a 6-month, self-employed contract. It is anticipated that working hours per month, on an average basis, will equate to no more than 12 core hours. In addition to this, assist with organising two 'Community Conversation' events which is up to a further 14 hours per event. As and when funding is available for further events, additional hours may be available.

Payment will be made monthly upon receipt of an invoice and accompanying timesheet detailing the work undertaken. Payment will be at an hourly rate of up to £15, dependent upon experience.

Two references will be required, of which one should be your current or last employer. Application by CV and statement as to your suitability.

#### **Applications to:**

**[admin@streathamaction.org.uk](mailto:admin@streathamaction.org.uk) no later than 5pm on 15<sup>th</sup> JUNE 2022**