



Admin Assistant (Part-Time)

Friends of Burnage Library (FoBL) seek an experienced person to assist with a range of administrative and clerical duties within the Library, Activity & Information Hub. This post is for 5 hours a week over 48 weeks a year, from March 1st 2020 until March 31st 2021.

This post is to support our Our Manchester programme funded through Manchester City Council. The admin assistant will provide admin & clerical support to the Development Worker and the library Trustees including: data collection and monitoring, co-ordinating the volunteer rota and liaising with volunteers to ensure there is cover, and updating publicity and marketing materials. Work is to be carried out from the Library, or from home as appropriate, at flexible times throughout the working week (may occasionally include some weekend working). You will work in line with FOBL's Equality & Diversity policy.

The role is on a self-employed basis and, as such, the appointee will need to take responsibility for any tax or National Insurance contributions. The rate of pay is £10 an hour for 5 hours per week (so £50 per week) payable on receipt of monthly invoices. There will be a probationary period of 8 weeks.

For a job description and person specification or further information, please enquire through info@burnageactivityhub.org.uk. To apply, please send your CV and a 1-page covering how you meet the person specification to the above email address.

Closing date is **Friday 21st February 2020**. Interviews will be held in the week commencing 24th February.