



**Job Title: Project Administrator**  
**Location: Brixton**  
**Job Type: Part Time**  
**Hours: 17.5 hours per week**  
**Wage: £29,000 per annum pro rata**  
**Closing Date: 25<sup>th</sup> May 2018**

**Job Summary:**

The post holder will work to support the Friends of Windmill Gardens through the implementation of the HLF Resilient Fund Grant period and the step changes required to prepare for and open the new education building at Brixton Windmill.

**Duties and Responsibilities:**

- To co-ordinate the implementation of the HLF Resilient Fund project plan maintaining, updating and progress chasing on the basis of the project plan.
- To organise meetings and minute board, general, and project meetings as required.
- To assemble, produce, and distribute notices and newsletters if required.
- To keep basic financial records for the Treasurer.
- To handle petty cash, receipts for sale items.
- To assist with purchasing items working with the appropriate lead Board member.

**Knowledge and Experience:**

- Experience of administration in an office, project or similar environment.
- Experience of working with the public or in a voluntary/community sector organisation.
- Experience of completing tasks to a high standard and to deadlines.

**Skills and Personal Qualities:**

- Ability to use IT for word processing, record keeping, emails and the internet.
- Able to work well on your own and complete tasks to clear specifications.
- Numeracy sufficient to undertake the basic tasks in the job description.

**If you are interested in this position please ask staff at Waterloo Job Shop**

**Or call Waterloo Job Shop on: 0207 202 6930**

