

P/T Membership & Admin Officer (0.32 FTE)

Salary £22k pa pro rata (12 hours per week)

Epping Forest, over 6,000 acres and internationally important for its wildlife and heritage, attracts 4.4 million visits a year. The Trust provides conservation activities and events to enable people to learn about the Forest and take part in its conservation.

This new post joins us at an exciting time as we move towards a period of growth in our activities and services to the Forest and its communities. You will help to build and care for our members, support the management and governance of the Trust and develop and support our web and social media presence.

Candidates will need some experience of office admin, use of spreadsheets, membership management, web and social media. Working as a member of a team is essential, along with an interest and commitment to the Forest and our work. This job offers experience across a wide range of admin work. A full driving license is essential. *The post may be subject to a DBS Check.*

Registered charity no 275076

Company no 1339783



To apply for a copy of the Application Pack, please email:

Judith_adams.efct@btinternet.com

Application to be submitted by email or by post to:

Judith_adams.efct@btinternet.com

*Epping Forest Centenary Trust
The Warren Lodge,
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Tel: 020 8508 9061*

Closing Date: 29^h September 2017
Interview: October