

Harambee OBU

Administrator

Part time role, 15 hours a week, £8,800 per year (£22,000 pro rata)

Application deadline: September 4th, 2020

Reporting to: Tamar Francis & Shey Fyffe

Job description:

The Harambee Organisation of Black unity (HOBU) currently has a vacancy in organisational governance support as the organisation administrator. The role of an administrator is instrumental in supporting the growth of the organisation, and so the successful applicant will be an individual that is aligned with our organisational ethos and values, and have a personal investment in aiding HOBU'S progression.

Role responsibilities:

- Ongoing maintenance of the organisation's mailbox (email).
- Managing social media correspondence and updating the organisation's social media pages.
- Managing the organisation's diary.
- Writing up the organisation's board meeting minutes (*upon request*).
- Managing the schedule for the Garvey Education Centre
- Liaising with tenants of Harambee House

Skills & Abilities, and Requirements

The successful applicant will:

- Have previous experience in an administrative role (voluntary experience considered).
- Be able, and available to manage one's own working hours on order to complete all outstanding tasks in the time allotted for the role per week.

- Be self-motivated and focused.
- Be proficient in Microsoft programs (Microsoft Word & Excel in particular).
- Be proficient in using social media platforms (Twitter, Facebook & Instagram in particular).
- Be able to articulate and write in a professional, clear and concise manner.

The successful applicant will also:

- Have personal access to a PC/laptop.
- Have personal wi-fi internet access.
- Be available for key organisation activities (Including the monthly member's meeting, board meetings and community events).
- Be a current (dues paying) member or have the intention of becoming a member of the Harambee Organisation of Black unity.

Education

No specific level of educational qualification is required for this role. Shortlisted applicants will have a strong application in all areas of concern.

References

You will require at least one reference. Preferably this would be a professional reference. However a personal character reference will suffice.

For more info email: info@blackunity.org.uk