THE EXMOOR SOCIETY

OFFICE

ASSISTANT

12 HRS PER WEEK

Information for Candidates

**The Exmoor Society**

The Exmoor Society is a registered charity working for the conservation and enjoyment of the landscape, wildlife and cultural heritage of Exmoor National Park, for the benefit of all. It was established in 1958 and successfully fought proposals to afforest The Chains, the central moorland of Exmoor. It continues to campaign against adverse changes and encourages people’s understanding of the park’s special qualities. It acts as an independent watchdog and champion for Exmoor’s status as a national park.

**Location**

The Society’s offices are at 23 Fore Street St, Dulverton, Somerset TA22 9EX

**As an Employer**

We are committed to being an equal opportunities employer, selecting staff on the basis of ability and the requirements of the post (which are detailed in the Person Specification).

**TERMS & CONDITIONS OF EMPLOYMENT**

**Type and Hours of Work**

The advertised post is permanent for 12 hours per week, 10am-4pm to be spread across Wednesday, Thursday and Friday on a flexible basis. It is based at the Society’s Dulverton office

# **Holiday**

The postholder will be entitled to 10 days paid leave that includes Bank Holidays.

**Pay**

The salary for this post will be £13.00 per hour

**Probationary Period**

There will be a 3-month probationary period. This is to provide the opportunity for the line manager to ensure that the employee is on the right track and is progressing in the role as expected. The notice period will be one week during this probationary period.

# **Criminal Background Disclosure**

You are required to disclose any criminal convictions or police cautions in your application. Failure to disclose this could lead to instant dismissal from your employment.

# **Sick Pay**

Full contractual pay (including SSP) will be made for one month, thereafter SSP will be paid in the event of sickness.

|  |
| --- |
| **OFFICE ASSISTANT** |
| **Salary:**   **Hours of Work: 12 hours per week (10am – 4pm) (Weds.) Thurs. Fri. tbc.****Responsible to: Office Manager****Date of Job Description: January 2024** |
| This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post-holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed. |
| **MAIN FUNCTION OF THE JOB** |
| The Exmoor Society requires an Office Assistant to help run the office at its Dulverton headquarters. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| Essential  To be responsible for the premises management including insurance, repairs, utilities, inspections, services and office technology.  To help maintain the display areas, assist in the shop and provide information to visitors  To assist the office manager with membership admin. and database management  To help organise the walks and events programme, our competitions and awards, the AGM, Founders’ Lunch, and Conference, and to assist with mail outs throughout the year.  To provide general assistance to the office manager, officers and trustees.  Desirable  To support the office manager with Xero entries and checks and reconciliations for petty cash  To manage our Community Supporters programme  To contribute to updating the website, support publicity and media for events on social media |
| **PERSON SPECIFICATION** |
| Candidates will be judged according to the degree with which they meet the following Person Specification:  **Essential Skills**   * Excellent organisational skills * Excellent IT skills, particularly MS Office * Ability to work unsupervised, ,on one’s own and on one’s own initiative * Excellent customer service skills * Preferred flexibility regarding working hours |
| **Qualifications**   * Experience of working in an office environment |
|  |

*Applications together with a current CV and names of 2 referees (one of which should be your current or most recent employer) should be sent by e-mail to* [info@exmoorsociety.com](mailto:info@exmoorsociety.com) *by February 6th 2024*