



Wanted: Community Octopus

We are looking for a part-time administrator for the Forum. The job is paid £15/hour and requires 4-8 hours per week. Tasks fall into four main categories -

- Keeping abreast of and disseminating local news*
- Coordinating and assisting the Committee and Project Groups*
- Managing the Community Tent at HH Market*
- Assisting with local cycling and walking initiatives*

Please send a CV and covering letter to info@hernehillforum.org.uk by 1st February. We hope to fill the position by the end of February.

HHF Administrator Role

HHF Admin

Respond to info@ emails
Manage Google Drive, mailing list, Google Groups & GDPR compliance
Maintain float and record petty cash expenses (with Treasurer)
Coordinate public meetings
Maintain various contact databases
Distribute information to the Committee
Help maintain the lockups

Committee & Sub-Ctees

Organise monthly meetings
Produce agenda with Officers
Take minutes & circulate communication
Keep abreast of local news/issues and publicise as necessary

Maintain record of Ctte and Sub-Ctte members, budgets & Terms of Reference (with Secretary)

Communications & Social Media

Coordinate/edit the newsletter and Mailchimp distribution

Add new contacts to the mailchimp lists

Website administration and keep information up to date

Manage and post onto HHF Twitter, Fb & Ig

Publicise local news, projects and consultations across all platforms and notice boards

Traders

Maintain contacts database (with Project Manager)

Keep them informed of local matters affecting trade (with Project Manager)

Manage trader meetings (with Project Manager)

Publicise their offers across HHF platforms as appropriate

Market

Manage the Community Tent and volunteer or paid staff

Invite local organisations to participate at Community Tent

Coordinate and minute Railton Road/Market meetings

Minute Market Steering meetings

Project management and support

Support Project Manager and Project Sponsors as necessary

Manage applicants for Do-good Grants

Funding Bids

Identify possible bidding opportunities for Forum projects

Support bids and manage crowdfunder campaigns