



Job Description: Part-Time Community Development Administrator

Job Title: Part time Community Development Administrator – 2 Year Contract

Salary: £6760

Hours of Work: 20 hours per week (negotiable & flexible)

Responsible to: The Indian Hindu Welfare Organisation (Northampton) Chair

Job Purpose:

The Community Development Administrator will provide administrative support to work undertaken by the Indian Hindu Welfare Organisation (Northampton) – (IHWO).

Principal Accountabilities: -

1. To effectively undertake all general office duties (filing/faxing/emails/post/telephone answering etc.)
2. To support and manage volunteers and their respective needs
3. To manage IHWO membership database ensuring all data is continually updated
4. To produce all leaflets for upcoming events and prepare and send out mail shot to all members
5. To manage administration of office equipment (ensuring necessary toners etc are in stock and payments for contracts are kept up to date)
6. To support in compiling content for the IHWO Newsletter
7. To circulate minutes of all IHWO related meetings and arranging meetings as appropriate
8. To collect and action incoming mail (email and post)
9. To support the administrative requirements related to projects and activities undertaken
10. Continue to develop and review policies and formalise procedures
11. To support in promoting information, services and opportunities that are available to the Hindu Community and wider community
12. To fill out relevant forms and produce documents
13. To undertake other relevant duties as assigned by the IHWO Chair
14. Ensure that reasonable care is taken at all times for the Health and Safety and welfare of yourself and other persons.

Indian Hindu Welfare Organisation (Northampton) Limited

Company Registration Number: 5512710 ~ Registered Charity No: 1114457

Supported by: -



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