



PROJECT ADMINISTRATOR

£29,000 per annum *pro rata*

17.5 hours per week, 18-month fixed term contract

The post is funded from a Power to Change grant

APPLICATION FORM

First name: _____ Surname _____

Address: _____

Email _____

Contact telephone number(s) _____

Schools/College/University attended:

From To School / College / University

Qualifications:

Employment history:

From To Employer Job title and brief indication of role

Voluntary / Community activities:

From To Organisation (if appropriate) Brief description of voluntary role

Please tell us how you believe your experience, skills, knowledge and aptitude meet each of the main requirements of the attached Job Description and Person Specification for this post.
Please give examples where possible:

1 Experience of administration in an office, project or similar environment: (max 250 words)

2 Working with the public or in a voluntary/ community sector organisation: (max 250 words)

3 Completing tasks to a high standard and to deadlines (for example correspondence or reports) (max 250 words)

4 Using IT for word processing, record keeping, emails and the internet: (max 250 words)

5 Ability to work well on your own to complete tasks to clear specifications (max 250 words)

6 Numeracy skills sufficient to undertake tasks in the job description: (max 250 words)

- 7 Understanding of basic office administrative systems:** (max 250 words)
- 8 Understanding of the importance of heritage to communities and visitors:** (max 250 words)
- 9 Ability to work well with trustees, other volunteers, users and visitors from diverse communities:** (max 250 words)
- 10 Commitment to providing a good user and visitor experience at Brixton Windmill and Windmill Gardens** (max 250 words)

11 Adaptability to changing circumstances and ability to help improve systems and practices in collaboration with trustees and colleagues (max 250 words)

References

Please provide the names and contact details for two people from whom we can request references, if we propose to offer you the job. One of these should be a senior manager or trustee in the organisation in which you currently work or volunteer, or in which you most recently worked or volunteered. If you have not been in employment since leaving College/ University, please provide details of a College/ University Tutor. We reserve the right to contact your most recent employer in any event.

Name	Name
Position	Position
Organisation	Organisation
Address	Address
Telephone number	Telephone number
Email address	Email address

Return your completed application form by 5pm on 30 September either by email attachment to brixtonmillchair@btinternet.com (preferred) or by post to Jean Kerrigan, 24 Prague Place, London SW2 5ED.

Interviews for short-listed candidates will be on Friday 4 October.

Cont/

Finally, please give us some monitoring information – this will not be used in the shortlisting process but will help us to ensure that our recruitment processes are fair.

My gender is:

My date of birth is:

I describe my ethnic origin as:

I have the following special needs: