

**Admin Assistant,
Jamie's Farm Hereford**
Part-time, self-employed



Jamie's Farm Hereford (near Longtown) is looking for Administrative Support 1 day a week for approximately 40 weeks of the year. Whilst mainly based in our office, the role will require some contact time with the young people who visit the Farm. Whilst the candidate must have excellent written English and IT skills, we are also looking for someone who is warm and confident, with the ability to build positive relationships with young people.

Responsibilities:

- Taking minutes in our 'celebration meeting';
- Typing these into certificates which read eloquently;
- Other administrative tasks.

Skills required:

- excellent typing speed;
- excellent written English;
- experience and confidence in Word, Excel and Office 365.

Pay: £10/hr on a self-employed basis

Hours: approx. 6 hours

Location: Jamie's Farm Hereford, Lower Wernddu Farm, Rowlestone, Longtown, HR2 0ED

Day: Friday of every week we have Young People visiting the Farm (approx. 40 weeks a year). Lunch is provided.

For further queries or to apply by sending covering letter and CV please contact:

ruthyoung@jamiesfarm.org.uk

Deadline for applications: midday on Thursday 5th September

Interview date: Friday 13th September, 2019

Start date: As soon as possible after interview date

Due to the nature of our work with young people, on acceptance of offer all Jamie's Farm employees are subject to an enhanced DBS check in accordance with our Safeguarding Policy.