

Job Description

Job title: Grown in Totnes Administrator

Hours: 4.5 hours per week. Some evening and weekend work may be required.

Terms: Fixed term contract for 3 years

Salary: £20,000pa pro rata/ £2,400 pa

Location: Central Totnes

Background:

Grown in Totnes is a Transition Town Totnes project that is working with farmers to produce grains and pulses that are truly local, ie all of the stages; the growing, processing and selling will take place within 30 miles of Totnes. This is an exciting new enterprise that is seeking a highly organised administrator with strong budgetary experience and social media skills to assist the Grown in Totnes Manager.

Key responsibilities:

- To manage project budgets, keep accurate records of spending and evaluate progress at regular intervals.
- To assist the Manager of Grown in Totnes with cashflow forecasting and monitoring.
- To develop regular social media communication and material for the website.
- To develop an effective system for taking orders and receiving payments

Person specification:

Essential	Desirable
Confident user of IT, including Microsoft Office, email, internet and social media.	Experience with website design and/or maintenance.
A fluent communicator, both oral and written.	Experience of setting up systems for budgeting and monitoring of a business.
Experience of managing budgets and resources.	Experience of report writing, preparing grant applications, taking minutes.
Excellent team working and interpersonal skills.	Experience of working in the voluntary sector
Self motivated with excellent organisational skills.	
Ability to think laterally and multi task.	