



Northern Community Area Partnership

We are seeking a

Part Time Administrator

Northern Community Area Partnership is a voluntary group, representing organisations and individuals in the towns of Wootton Bassett and Cricklade and their rural catchment area. To take forward its work programme, it is seeking a person to provide professional administrative support.

The work will initially involve the organisation of meetings, taking and preparation of minutes, general secretariat duties, and support for the Partnership's developmental activities, including any sub-groups (meeting times may vary, some during the day and some in the evening).

The successful applicant will be well organised, able to work on his or her own initiative, and also as part of a team. This will be a home-based, self-employed position.

Payment will be at a rate of between £6 & £8 an hour, according to experience, for up to 30 hours a month. Services should be provided on a self-employed contractual basis. This is initially a One year Fixed Term contract.

For further information and a copy of the job description please contact the Partnership:

Dr Richard Pagett (Vice Chair) e-mail: secure@richardpagett.com or,
you may download the Job Description directly from:
<http://www.ncap-northwilts.org>

PLEASE NOTE

When applying, please send your CV with a covering letter to the address above.

Closing date: 10 October 2008; Application sift: 12 October; Interviewees contacted: week beginning 12 October; and Interview Dates to be arranged in due course

www.ncap-northwilts.org

Northern Community Area Partnership

Ashton Keynes . Bradenstoke . Braydon . Broad Town . Bushton . Clyffe Pypard . Cricklade . Hook . Latton . Leigh . Lydiard Millicent
Lydiard Tregoze . Lyneham Village . Marston Meysey . Purton . Purton Stoke . RAF Lyneham . Tockenham . Wootton Bassett