



Part time Administrator for Norwood Forum

Norwood Forum is looking for a new administrator, could that person be you?

Have you got strong administration skills?

Are you interested in helping make your local area an even better place to live in?

If the answer is yes, then please read on, this could be the job for you.

Norwood Forum is run by local volunteers elected by the community who are dedicated to supporting a sustainable, diverse, vibrant, and creative community by making a positive difference to the quality of life for the people who live, study, and work in Norwood.

We are a campaigning, community focussed, independent non-political organisation. Our work is very broad, and includes projects, information sharing and activities focussed on: sustainability and the environment, planning and development, and health and wellbeing. We run our own events as well as support those run by others. Norwood Forum operates a website and several social media platforms, and sends out a monthly newsletter to a large readership. We support community campaigns and keep ourselves well informed on what's happening in (and to) our neighbourhood. We serve on various health, council and other bodies, and work in close partnership with numerous other local organisations as well as our local ward councillors and our MP. The volunteer committee meets monthly, alternating virtual with in-person meetings.

Norwood Forum is an active member of the [Lambeth Forum Network](#) and we cover an area ranging from Brockwell Park to Crystal Palace and from Streatham to West Dulwich – roughly 44,000 households.

We want our volunteer committee to be supported in all of this by an active, paid, part-time, self-employed administrator, and this is the position we are recruiting to fill.

The role will initially be for a period of 6 months, after which both sides will decide whether to continue. It will be for 5 hours a week – to be worked flexibly – for approximately 48 weeks a year. The hourly rate will be £14 and payment will be monthly on production of an invoice.

Job Description

Essential attributes:

- Understanding of good governance, and minuting skills
- Excellent communication skills – both verbal and written
- Strong admin and IT skills
- Access to own computer/laptop with a full suite of Microsoft Office 365 or similar
- Flexibility

- Self-starter – able to work with minimal supervision
- Must be able to attend evening and weekend meetings and events
- A demonstrable understanding of what diversity means
- Community focused - ear to the ground/local knowledge and commitment to involving all sections of the community.

Desirable attributes:

- Familiarity with operating online platforms such as Zoom, MailChimp (which we use for our newsletter), Survey Monkey, Eventbrite etc
- Ability to produce all the media needed to promote the Forum's activities and campaigns including using Canva or similar for flyers, etc.
- Experience of website management: Drupal or similar (training will be provided on our own website; support also available from our service provider)
- Social media experience: Facebook/X formerly Twitter/Instagram
- An understanding of the various public sector organisations
- An understanding of GDPR.

Duties:

Reporting to the Chair and other committee officers, this proactive role will include:

- Monitor, forward, draft responses or respond to emails to Norwood Forum
- Draft Committee agendas, summon, attend, advise, and produce minutes within two working days (monthly meetings)
- Other day to day administrative tasks relating to running a community organisation including organising remote/physical meetings and events
- With the support of the Chair and other committee members, to keep the website up to date, especially news and events pages on at least a weekly basis; to write articles, and post those provided by committee officers, and ensure continuous improvement
- Produce and send out the monthly newsletter with support from the committee
- Social media - monitor, post and respond to posts
- Maintain the electronic administrative records, including committee agenda and minutes
- Review our policies and governance documents as timescale requires.

Terms & conditions:

This is a self-employed position

Hours: five per week; mostly flexible – there will occasionally be deadlines that need to be met and meetings and events to organise

Rate of pay: £14 per hour

To apply, please send the following information:

- Two references showing relevant experience are required, one of which should be no older than two years
- A CV
- A response to the Job Description above.

to: info@norwoodforum.org by the deadline of **5pm Monday 13 May 2024**

Questions?

Do you almost meet the criteria above, then please get in touch and talk to us. And also get in touch if you have any questions about the role: info@norwoodforum.org

Website: www.norwoodforum.org

Facebook: <https://www.facebook.com/TheNorwoodForum>

Twitter: <https://twitter.com/TheNorwoodForum>

Instagram: https://www.instagram.com/the_norwood_forum/



WHO WHAT WHY

- Annually elected local community volunteers
- **ENABLING, EMPOWERING, CAMPAIGNING** to make a positive difference to the quality of life for the people who live, work or study in Norwood
- A belief that working together builds a stronger and more resilient community

This is YOUR community forum and it's completely FREE to join
info@norwoodforum.org www.norwoodforum.org [@TheNorwoodForum](https://www.instagram.com/TheNorwoodForum)
 Sign up for your newsletter: www.norwoodforum.org/contact-us



Norwood Forum - Connecting the Community

- **Enabling** - by providing timely information on issues of concern and delight via our website, newsletter, social media, public activities and meetings
- **Empowering** - with signposting to accurate advice and resources, running our own local projects and supporting others with our project grants, and by publicising community activities
- **Campaigning** - on behalf of our community's collective voice, especially to public service providers including Lambeth Council and utility companies

info@norwoodforum.org www.norwoodforum.org [@TheNorwoodForum](https://www.instagram.com/TheNorwoodForum)

Member of the wider collaborative group: Lambeth Forum Network
 Norwood Forum's area is: Knights Hill, Thurlow Park and Gipsy Hill Wards

