



Services Required: Assistant Manager

Freelance, 6 hours per week, £15 per hour, working from home. Deadline for applications: 23/11/18

Having just celebrated their ten year anniversary and new charitable status, the Hand Engravers Association is looking for someone to get involved in all areas of the organisation and help to sustain and grow its activities over the next ten years. Largely run by volunteers, you'll be working closely with the Association Manager and Trustees to support and promote the rare yet world class artisan skills of their members.

As a small organisation with big ambitions, we are looking for someone to join us who is enthusiastic, pro-active and a good communicator on all levels. You'll be helping to promote the ancient craft skill of hand engraving through writing our newsletters, uploading images and stories to the website, growing the membership, managing our popular courses and supporting events. As one of just two paid personnel this role presents a unique opportunity to be involved at the heart of an arts charity.

You will be working for the Association from home and will need access to a computer (with MS Word and Excel), reliable internet connection, a printer and a mobile or landline phone.

You will invoice the Association on a monthly basis for up to six hours per week, at a rate of £15 per hour. You will be expected to attend all four Trustee meetings in London. There is a small additional budget to cover some travel expenses and office sundries such as toner, paper etc. Attendance at other meetings in or outside London may be requested.

Essential skills

- Microsoft Word and Microsoft Excel
- Excellent written and oral communication
- Written composition e.g articles, reviews or copywriting
- Time management
- Ability to work independently

Desirable skills

- Mailchimp experience
- WordPress experience
- Managing a Facebook business page
- Other social media

The Assistant Manager would be responsible for:

The Hand Engravers Association Email Newsletters

- Draft and send (eight per annum)

The Hand Engravers Association Courses:

- Managing all bookings
- Sending information to tutors
- Ordering materials
- Listing on website/Facebook
- Sending reminders/notices to mailing list

Emails

- Check and answer for info@handengravers.org.uk 3 times a week

Facebook

- Minimum of one weekly post
- Responding to Facebook notifications

Website

- Add/update engravers' gallery
- Add/update news items

Trustee support

- Letter writing
- Support for Membership Secretary

Trustee meetings

- Book venue
- Draft and circulate agenda
- Manage RSVPs
- Write and circulate minutes

Events

- Send invitations/Manage RSVPs

How to apply

Please email the Association Manager, Sally Dodson manager@handengravers.org.uk with the following:

- Your CV including full contact details
- A covering letter outlining why you would be good for the role
- A written summary of the Hand Engravers Association (c400 words)

Excellent written skills are a key element of this role along with an understanding of, and passion for, the work of the Association. We ask for a written summary as we believe this will demonstrate those skills.

- Applications must arrive by midnight, Friday 23 November 2018
- The Trustees may telephone applicants for an informal chat to aid the shortlisting process
- Shortlisted applicants will be invited to attend an interview in London on Wednesday 5 December 2018