



# Beards & Books

## Admin Role



### About the Role

This role is about keeping Beards and Books organised and ticking. Internally, we work with a number of volunteers which means we have to be effective in our communication across the organisation. Externally, we work with various organisations ranging from corporate bodies, schools, community groups and local government. The role includes inputting and managing data, formatting documents, taking minutes, creating forms and supporting the overall needs of the organisation.

### Skills You Will Need



- .Strong communication.
- .Intermediate IT literacy (e.g. Microsoft Office, Google Drive).
- .Excellent organisational skills.
- .Ability to work under time-pressure.
- .Ability to work independently and as part of a team.

### What You Will Gain

- .Experience in administration.
- Opportunity to enhance your CV.
- .Transferable skills.
- .Contribution to a small social enterprise that aims to improve the education of disadvantaged children and increase visibility of BAME cultures in education.



### Training and Support

- You will receive induction training.
- You will receive regular supervision.
- You will have regular coaching and feedback.



### Diversity & Inclusion Statement

We recognise the positive value of diversity, promoting equality and challenging discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates as BAME and disabled people are currently under-represented in our organisation.