

# Neighbourhood Watch CROYDON



NHW Croydon is looking for a part-time (self –employed) office administrator on a three month contract (there is a possibility of extension subject to funding.)

The role would involve the day to day running of NHW and general administration duties including; updating the access database, dealing with day to day email queries from NHW Co-ordinators and the public. Working with the Committee and Chairman on organising events and adhoc duties.

NHW is a local charity and its aim is to bring neighbours together to create strong, friendly, active communities where crime and anti-social behaviour are less likely to happen

## **Skills profile**

- Good computer skills and have strong experience in: Microsoft office, excel, outlook and access.
- Excellent communication skills both written and verbally
- A strong administrative background

## **Person profile**

- Highly organised
- The ability to multi-task and prioritise
- Good telephone manner

The ideal candidate would be available for a handover on Friday 16<sup>th</sup> February at Old Coulsdon.

This role is for 8 -10 hours a week, days are flexible (ideally these hours would be spread over a couple of days in the working week). This is a paid position at a rate of £12 per hour and is based from home (you will need access to the internet).

If you are interested in this role please email [nhw@cbnwa.com](mailto:nhw@cbnwa.com) for further details by 15<sup>th</sup> February.