



We are recruiting!

Communications and Administration Assistant

£21,450 pro-rata (£11.00 per hour)

Beaminster and remote/flexible working

21 hours per week, open to flexible working patterns

Permanent

The Prout Bridge Project is a small but impactful charity based in Beaminster, Dorset, providing vital support to local communities.

Working as part of a small team within the UK charity sector this role will offer you the opportunity to develop your knowledge and skills alongside playing a key role in the effective management of a diverse range of projects and assignments.

Now is an exciting time for the charity following the successful Crowdfunder campaign - #PBPR-reachingOut to get their services mobile in their new outreach vehicle., as well as with the reopening of its community hub building post Covid. The role is an opportunity to really contribute to the running of our organisation and directly help our beneficiaries. Every day you will see the impact you personally have.

The ideal candidate will have some experience of working in an administrative and/or marketing capacity and be a collaborative team player. You will also be comfortable working with initiative and independence in order to meet deadlines. Organisational ability, knowledge of standard IT software programmes (e.g. Microsoft Word, Outlook etc.) and a people-focused approach is essential.

Applications are in the format of CV and covering letter, clearly highlighting your relevant experience and motivations for applying. This should include why you are interested in working for the Prout Bridge Project.

Applications are submitted via email to recruitment@proutbridgeproject.com

Closing date: 10am on the 6th of August 2021

Interview date: Week commencing 9th August

We do try to respond personally to applications but if you have not heard from us within 3 weeks of the closing date then please accept that your application has not been short-listed.