



## ***Hertfordshire Black Diaspora***

### **Now Hiring**

<b>Job Title:</b>	<b>Administrator</b>
<b>Responsible to:</b>	Founder
<b>Salary:</b>	£111/hour
<b>Working Hours:</b>	4 hours a week (agreed overtime)
<b>Contract:</b>	Fixed term 4 months
<b>Location:</b>	Remote/Some local travel (Applicants will ideally be based in Hertfordshire)

#### **Purpose of The Post:**

To support and administered the day-to-day operations of the Hertfordshire Black Diaspora

#### **Key Skills**

- Great inter-personal skills
- Flexibility
- Ability and experience working with underrepresented communities
- Good general standard of education - numeracy / literacy
- Good computer skills including MS Office packages, email & Internet
- Social Media managing

Contact for more information or full job description: [weare@hertfordshireblackdiaspora.org.uk](mailto:weare@hertfordshireblackdiaspora.org.uk)

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Deadline: 20<sup>th</sup> January 2022

Interview Date: 31<sup>st</sup> January 2022