



## We're hiring

**The Atkinson Development Trust is a small charity, run by a committed group of skilled volunteers who have a shared love of The Atkinson**

## We need an Administrator to support our Board

### What we do

The Atkinson Development Trust raises money - from individuals, businesses and funding bodies - in order to support The Atkinson arts centre to use its heritage and art collections to connect with people.

We aim to:

- have a positive impact on local people's lives
- connect people with local stories
- improve access to the collections and the building

### How we work

The Board meets monthly, usually from 5-7pm, either at The Atkinson or Southport Town Hall, although meetings have been via Zoom during the pandemic.

We work supportively with The Atkinson to expand and enhance their work. We do not work directly with beneficiaries and we do not influence the programming or running of the venue.

### What we're looking for

We need a reliable and trustworthy individual to support the Board by organising meetings, taking minutes, maintaining records and administering Membership in liaison with the team at The Atkinson. The Administrator is the primary contact with The Charity Commission and will maintain Trust details on the Charity Commission and The Atkinson websites.

We're looking for someone with

- Excellent administration and organisation skills
- Great communication skills, including the ability to prepare reports
- A positive attitude

This is a freelance role for 8 hours per month, which can be worked flexibly. The monthly fee of £96 is equivalent to £12 per hour. More hours may be required on occasion.

### Interested?

For information on how to apply, a full job description, or to arrange an informal chat, please email us at [admin@atkinsontrust.org.uk](mailto:admin@atkinsontrust.org.uk) and we'll get back to you.

**The deadline for applications is Friday 16th February 2024 at 5pm.**