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**Administrator, part time from home, 12 hours per week**

**£12.50 per hour / £7,800 pa gross**

**The Guild of Glass Engravers** is looking for a part time Administrator for 12 hours a week.

This is an excellent opportunity for an experienced person who wants to work flexible hours from home. The role is part time however the ability to attend occasional meetings in person in London or Winchester is essential.

We require a candidate with sound administration and communication skills, who can build excellent relationships with people. The ability to be proactive, self-motivated and managing your own work schedule is essential.

You will need proven, highly proficient computer skills – including MS Word, Excel, Outlook, and experience of updating social media sites.

You will be responsible for the day-to-day running of the Guild membership and accounts and will liaise with the Guild officers. You will need to maintain a database for our worldwide membership. You should be able to provide a room or space for the Guild office equipment. Handover training will be provided, including the maintenance of some areas of the Guild website.

Familiarity of working with the arts / charity sector would be an advantage.

Knowledge of BrightPay and MailChimp is desirable.

References will be required.

**To Apply**

Please visit www.gge.org.uk to download the full job description and person specification

Please submit your CV with a covering letter outlining your skills and experience to enquiries@gge.org.uk

**Application deadline 9th September 2022.**

Only shortlisted candidates will be contacted.

*The Guild of Glass Engravers was founded in 1975 in order to establish a professional body for this art form. The Guild acts as a forum for the teaching and discussion of engraving techniques and new developments from around the world as well as acting as a source of information to the public on all aspects of glass engraving.*