

# Southport Scout News – No. 245. 20<sup>th</sup> January 2015

Readers also are referred to:-

[www.southportdistrictscouts.org.uk](http://www.southportdistrictscouts.org.uk)

[www.merseysidescouts.org.uk](http://www.merseysidescouts.org.uk)



## **Waterside Lodge Southport Ltd** **Vacancy for Part Time Joint Administrator**

Part time administrator required to job-share at Waterside Lodge which is the Southport District Scout Headquarters.

This job will entail administration duties to enable Waterside Lodge to function efficiently on a day to day basis.

The successful applicant will have:

- Ø Good Communication skills
- Ø Competency in IT
- Ø Proven organisational abilities
- Ø Basic book keeping skills

The administrator is responsible to the Board of Directors. A full job description and specification is available to those expressing an interest. This will not be sent out until at least 10<sup>th</sup> February.

Salary to be agreed.

It is planned for this post to commence on 1<sup>st</sup> April 2015 with a 6 month induction/probation period.

Expressions of interest under confidential cover to Waterside Lodge for the attention of David Morton, Chairman, or by e-mail to [doccym@southportdistrictscouts.org.uk](mailto:doccym@southportdistrictscouts.org.uk) by no later than Mon 16<sup>th</sup> February 2015.

This appointment is not restricted to members of the Scout Association however a knowledge and understanding of the ethos and aims of the Scout Association is a desirable quality. Anyone who receives this advert is free to pass it on to any interested person outside the Scouts.

