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**EMD UK are recruiting!**

We are looking for a temporary office administration assistant to help with our busy membership renewals period over the summer.

**Who are EMD UK?**

As the national governing body for group exercise, EMD UK is the go-to organisation for participants, teachers, organisations and the media for expert advice about trends and opportunities across the sector. We are an insight driven organisation that operates the largest database of group exercise classes in the UK to connect participants with thousands of instructors offering classes in their local area. To facilitate the continued growth of the sector we provide quality training and development as well as ongoing help and advice to instructors, supporting them at every stage of their career. We also work in partnership with organisations to endorse and develop all forms and styles of group exercise, including start up support for new fitness brands and concepts trying to enter the market. We work proactively to bring all aspects of the industry together to achieve our vision of ‘a healthier nation through exercise’.

**Temporary Office Administration Assistant**

We process membership renewals for our three founder organisations and the bulk of the cheque payments come in between June to October each year. We are looking for someone who is available during these months to help out for up to 20 hours per week for up to 20 weeks. We would love to hear from you if you feel you have the required skills.

Pay: £8.21 per hour

To apply please email **a supporting document detailing how you meet each of the criteria in the person specification, accompanied by your CV**. Please include details of two references (e.g. current & previous employer, college tutor, mentor etc.). Referees will **not** be contacted before a verbal offer of employment is made. Please **do not** just send your CV or a generic application.

**Closing date for applications: Friday 29th March 2019 at 5pm**

Please email your application to Finance Manager, Yvonne Eastoe yvonne@emduk.org

**Interviews will be held in Horsham, West Sussex date TBC**



Job description

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|  **Title** | **Temporary Office Administration Assistant** |
| **Reports to** | Finance Manager |
| **Location** | Based at EMD UK Head Office, Horsham, West Sussex |
| **Contractual Status** | Zero hours contract up to 20 hours per week, dependent on the varying needs of the organisationUp to 20 weeks from the end of June/beginning of July to October 2019Pay @ £8.21 per hour |
| **Job Purpose** | 1. To assist with and process renewed memberships
2. Processing incoming cheques
3. To assist with general office administration tasks as required
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| **Key Tasks and Responsibilities** | * Process renewed memberships through the appropriate channels
* Weekly banking preparation
* Assist in the filing and maintenance of said memberships
* Assist in telephone and email enquiries
* Logging incoming and sending outgoing mail
* Work in other departments as/if required
* Filing and mailing tasks
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| **Apply** | Please email your c.v. to yvonne@emduk.org |

**Qualifications, experience, knowledge, skills & attributes needed for the role**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Educated to Level 2 (5 GCSEs or equivalent) | ✓ |  |
| Compliance with Data Protection Act & observation of confidentiality at all times | ✓ |  |
| Attention to detail, ensuring accuracy with all accounts & admin matters | ✓ |  |
| Understanding of good customer service and its importance  | ✓ |  |
| Excellent interpersonal skills including phone manner | ✓ |  |
| Excellent communication skills | ✓ |  |
| Good written skills | ✓ |  |
| Ability to meet deadlines  | ✓ |  |
| Ability to work as part of a team | ✓ |  |
| Ability to be flexible, adaptable and follow procedure | ✓ |  |
| Competent in the use of basic IT systems | ✓ |  |

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and can be amended at any time in response to the changing needs of the organisation.**