

STEWARD ADMINISTRATION

Full time residential position

The Steward Admin role helps to increase the ease and effectiveness of our leadership, supporting the lead steward and the Stewards circle to be organised and efficient in their work. Providing personal support for the lead steward and this is an absolutely critical aspect of the role. It requires considerable judgment, discretion and initiative to carry out this role effectively, and a very close working relationship with the lead steward.

RESPONSIBILITIES

- LEAD STEWARD SUPPORT - personal & management assistant
- ADMINISTRATION - steward communication
- STEWARD CIRCLE SUPPORT - meetings, minutes
- TRUSTEE SUPPORT- logistics, information, accomodation
- ADMIN - emails, diary, scheduling
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SKILLS

- Findhorn Foundation Staff (past or present)
- One year minimum time commitment
- Commit to the aims of the FF
- Excellent written and verbal communication
- Ability to multi task under pressure
- Skilled organiser, familiar with spreadsheets, databases and sensitive material



ESSENTIAL AMINISTRATIVE SUPPORT
to the leadership function



LOVE
in action

CV and cover letter to: stewards.circle@findhorn.org

Closing Date: January 12 2019

