

## **Vacancy for Administrator**

### **RAY WINDFARM COMMUNITY INTEREST COMPANY (CIC)**

#### **RAY WINDFARM CIC ADMINISTRATOR**

Following the installation of 16 wind turbines by Vattenfall Wind Power Ltd a commitment has been made to provide approximately £272,000 (indexed linked) a year to local community initiatives. A proportion of this figure will be provided to Community Foundation for small grants funding to local charitable concerns. The remainder will be administered by a Community Interest Company managed by residents from six local parishes, and distributed for the benefit of the local community.

Applications are invited for the post of part-time Administrator to the Ray Windfarm Community Interest Company.

Key responsibilities will include general administration; maintenance of financial records; liaising with the local public and Directors of the CIC. You will be required to attend evening meetings and keep the CIC's operational policies and risk register under review.

The role requires excellent communication skills and strong organisational ability. The ability to work under your own initiative and meet deadlines is essential. You must be computer literate with strong proficiency in Excel and Word as a must. Experience of agenda preparation, minute taking and report and letter writing are essential. Experience of community engagement, and of working / living in and with rural communities would be beneficial.

It is anticipated that an average of 15 hours per week. We are willing to consider either an annualised hours contract of employment or engagement of a self employed administrator. Details will be discussed at interview.

The successful candidate will be based at home but will be required to travel and attend meetings mostly across the catchment area of Ray Windfarm

**For further information or any enquires as well as an application form please contact either Martin Chilvers (01830 520535 / [otterburnpc@hotmail.co.uk](mailto:otterburnpc@hotmail.co.uk)) or Chris Robson (07850 805768 / [ChrisRobson@ryecroft-glenton.co.uk](mailto:ChrisRobson@ryecroft-glenton.co.uk))**

**Closing date: 14 September, 2018**  
**Interviews: from 20 September, 2018**