



Alton Climate Action Network Administrator: Role description

Closing date: 16th May 2025

Role title	Administrator - Alton Climate Action Network (ACAN) £15 per hour
Part-time – flexible working	1-2 hours per week on average very flexibly as needed. One-year short-term contract, self-employed status. Mainly home-based working, but must be able to attend in person evening Committee meetings every 1-2 months, and occasional other meetings
Main purpose	Assisting the ACAN Chair, other Trustees and other members of the Management Committee with vital day-to-day administration
Main responsibilities	<ol style="list-style-type: none"> 1. Administration of Management Committee meetings 2. Supporting fundraising 3. Co-ordinating and organising ACAN events 4. Assisting with ACAN communications 5. Assisting with special projects, e.g. engagement with businesses
Key tasks	<ol style="list-style-type: none"> 1. Preparing ACAN Committee meeting agendas; booking the meeting venue; taking minutes; undertaking and monitoring others' follow-up actions 2. Researching the availability of grants and helping to draft grant applications (with the ACAN Fundraising Group); assisting grant monitoring requirements 3. Organising ACAN events, contacting speakers, booking rooms 4. Publicising ACAN events, social media posts, updating ACAN displays, drafting and helping to distribute flyers and posters, helping to distribute hard copies of flyers 5. Assisting with document and mailing list management 6. Helping to develop new ACAN projects, e.g. engaging with local businesses on environmental sustainability
Reporting to	The ACAN Chair of Trustees

Liaison with	Other Trustees, including the ACAN Treasurer, other members of the Management Committee, leaders of groups in the ACAN network
Qualifications and experience required	<ul style="list-style-type: none"> • Strong commitment to ACAN’s mission and purpose – to unite the people of Alton and villages to foster a more sustainable future. • Good level of practical IT skills including Word, Excel, PowerPoint and social media • Good interpersonal skills, understanding the need to be flexible with volunteers • Competence at drafting funding applications, flyers etc.

Alton Climate Action Network is a Charitable Incorporated Organisation, Registered Charity No 1189431

Registered address: 9 Divers Close, Alton, Hants GU34 2LE

Apply by letter and curriculum vitae to Sarah Gulliford, Chair, ACAN by 16th May 2025.

Email: altonclimatenetwork@gmail.com to arrange a chat about the role and to submit applications