

October 2017

Dear Applicant

Thank you for the interest you have shown in this unique role as the Executive Administrator within the Central Services team of Ruskin Mill Trust.

This is an exciting time in the development of Ruskin Mill Trust and we are looking for candidates who are going to thrive in a changing landscape, who are open to the opportunity to develop themselves and provide an effective administrative and secretarial support service for a designated number of Committees, Sub-Committees and Boards. In addition, you will provide an administrative support to members of the Executive Team and a PA service to the Founder and Chair of Trustees as and when cover is required.

You will have outstanding organisational, administrative and planning skills which are underpinned by energy, enthusiasm and a determination to move onwards and upwards.

You will have high quality editing and linguistics skills and be able to work with ever-moving priorities in a demanding, growing organisation that offers significant personal development opportunities

You must have significant personal resilience and be able to adapt to changing requirements, but in return you will be inspired by the work that we do, you will be developed to see the world through a difference lens and will be part of a highly regarded and developing team within the Trust.

We expect and require all of our staff to embrace the vision, values, purpose and method of Ruskin Mill Trust, and support our staff to understand this through accredited trainings which all staff commence during their probationary period. Following the completion of the Introduction to Ruskin Mill Trust we then support staff to undertake a more in-depth programme of study.

If you feel that you have the skills and aptitude for this work then please complete the application form that is enclosed. This must be completed in full (using black ink or type) as selection for interview will be based on the information provided by you. In particular, please note that we do require a full employment / work history, so please use a continuation sheet(s) if necessary.

Please note curriculum vitae's and covering letters should not be submitted with your application or if they are submitted they will be removed prior to shortlisting.

If you declare a disability and meet the essential criteria for the role then you will be guaranteed an interview and your application will be considered on your abilities. Please ensure that you declare any disabilities on your application form.

This is a part time role based in the main corporate offices in Nailsworth, and is based on working 2 days each week which will include working Saturdays and one other day, preferably Fridays. You should therefore have flexibility in the hours that you are available to work.

We hope that the successful applicant will be able to commence work as soon as possible.

Please note the following dates:

<b>Closing date:</b>	Midday on Wednesday 15 <sup>th</sup> November 2017
<b>Interview date:</b>	TBC

If you have not heard from us by the 24<sup>th</sup> November 2017 then please presume that your application has not been successful in this instance.

Our website contains further information about working for the Trust ([www.rmt.org](http://www.rmt.org)).

I look forward to hearing from you, but if you would like an informal conversation about the role then please contact the Lindsay Wilkinson, Trust Head of Human Resources on [lindsay.wilkinson@rmt.org](mailto:lindsay.wilkinson@rmt.org) or 07813 234 644.

Yours faithfully,

**Lindsay Wilkinson**  
**Trust Head of Human Resources**