

Ruskin Mill Land Trust (a charitable trust) holds, preserves and develops the vision, research and method of Ruskin Mill. Its associated charitable company, Ruskin Mill Trust Limited, provides innovative and experiential education and training for young people marginalised by disadvantage, exclusion or special learning needs. Inspired by Rudolf Steiner, John Ruskin and William Morris, the charity actively promotes - through craftsmanship and entrepreneurship - the traditional economic activities of the Cotswolds, Midlands and Sheffield (at Colleges in each geographical location).

Applications are invited for the following that will be based in Nailsworth, near Stroud, Gloucestershire

Senior Hiram Administrator
£19,446 - £21,119 per annum dependant
on experience and qualifications

(1 permanent position and 1 fixed term (Maternity cover until June 18))

Working as part of the Hiram Education and Research Team (HEaRT), you will provide a full administrative service to HEaRT, including full training administration, producing feedback and impact reports, supporting all areas of the work of HEaRT and overseeing the work of the Hiram Administrator.

You must have experience of working as an administrator, managing a diverse workload and meeting strict deadlines. In addition you must have strong IT skills, good interpersonal skills and have the ability to demonstrate high levels of motivation and enthusiasm for all duties no matter how minor such as preparing items required throughout meetings such as equipment and refreshments.

Closing Date: Midday Friday 19th January 2018

Interviews : 29th January 2018

Ruskin Mill Land Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo a Disclosure and Barring Service check.

Ruskin Mill Land Trust is committed to becoming an equal opportunities employer.

An application pack can be downloaded from the website of our sister charity Ruskin Mill Trust www.rmt.org/jobs or by requesting a pack from recruitment@ghc.rmt.org , tel: 01384 399403
Completed applications should be returned to Human Resources, Glasshouse College, Wollaston Road, DY8 7HF.