

# Clapham Library Trust - Administrator (Volunteer)



**Position:** Administrator. **Terms:** Voluntary **Responsible to:** Chair of Old Clapham Library Trust. **Location:** Work from home, with meetings at other locations. **Times/Hours:** 2 days – flexible hours. **Interviews:** Mid-September

The Old Clapham Library Trust needs a volunteer to help us to develop an exciting project, transforming Clapham Library on Clapham Common Northside into an active new arts and culture venue for all of Lambeth to enjoy once the new library opens on the High Street in 2011. You would be joining the group at a good time as we are starting to develop serious plans and preparing to consult with local residents. The trust team is a small, dedicated and lively group who get things done but also have fun along the way. We would greatly value having voluntary administrative support to help us make our vision a reality.

## ***Aims of Old Clapham Library Trust:***

- **Conserve the physical Library building at Clapham Old Town**
- **Preserve and continue community usage of the building**
- **Provide Clapham with an exciting and active new arts and culture resource.**

## ***Administrators Main Role:***

- Provide administrative and secretarial support to the Old Clapham Library Trust team and help it develop its structure and activities; and provide practical help with the co-ordination and implementation of organisational development activities. The specific tasks include:
  - Help arrange meetings for trustees and other stakeholders, prepare agendas, take minutes of meetings and keep records
  - Help produce monthly updates and other reports and circulate relevant documents amongst trustees and stakeholders
  - Help with drafting and sending out emails and letters to trustees, members and external stakeholders and responding to general enquiries
  - Help set up of administrative and bookkeeping systems and files
  - Generally assist the organisation with practical, operational, administrative and secretarial support.

## ***Main Skills & Aptitude:***

- Commitment to local community development and specifically to the goals of the Old Clapham Library Trust
- Administrative, time management and secretarial skills including experience of using MS Word and Excel
- Flexibility to attend evening meetings and possibly occasional weekend events
- Office management experience, good interpersonal skills and friendly disposition
- Ability to work and interact with people from diverse backgrounds

## ***Other Desirable Experience:***

- Working with community or voluntary organisations
- Bookkeeping skills and experience
- Project and operational management experience

Send covering letter and CV by  
5 September to the Chair at  
[ocls4@toucansurf.com](mailto:ocls4@toucansurf.com)

