

THRILOW DAFFODIL WEEKEND

Part Time Administrator

Are you looking for flexible part time work from the comfort of your own home and like to play a worthwhile role in the organisation of Daffodil

Weekend? If so this could be the role for you as we are currently seeking an

enthusiastic and organised individual to help organise our fantastic fund-raising

Duties include!

- Minute taking at monthly committee meetings
- Periodic mailshots to coach companies and stallholders
- Organising coach and stall bookings
- Drafting and organising printing of letters to villagers regarding event
- Organising printing and distribution of flyers and programmes
- Dealing with visitor enquiries regarding the event (via email and phone).

The role is expected to take an average of 1 day a week for the months of September to April with occasional marketing roles over the summer. The main commitment is in run up to event in March/ April each year). In return we pay £3,000 per annum.

For more information about Daffodil Weekend please visit our website: www.thriplow.org.uk

For more information on the administrator role please email treasurer@thriplow.org.uk

Closing date for applications: 26th September 2012.

