

Senior Administrator (Maternity Cover)

[Apply Now](#)

Company: Upper Norwood Library Trust

Location: London

Category: other-general

The Upper Norwood Library Hub (UNLH) provides lifelong learning & opportunity for local communities & design inclusive spaces for learning, wellbeing & the arts that support local communities & protect & sustain libraries. UNLH sits on the cusp of 5 London Boroughs (Croydon, Lambeth, Bromley, Southwark & Lewisham). Our professional library service is delivered by Lambeth Council, co-funded by Croydon Council; working in close partnership with the library & Council teams. We work in close partnership with library services, statutory & voluntary sector partners, connecting us to multiple communities & deeply rooting us into the heart of South London. Our library hub operates a co-created community programme focusing on sharing & learning, health & wellbeing, venue & performance & outreach activities. We promote equality through information, education, wellbeing & creative programmes that create open access & widen participation. UNLH is managed by the Upper Norwood Library Trust (UNLT - an independent charity), formed in 2012 by local residents & a strategic priority is that we are 'of' our community not 'for' our community to ensure resident voice is central within the organisation. We are seeking and experienced administrator to join our team. You will be responsible for the range of administrative tasks across the charity - facilities, visitor support, projects, HR & finance. Our successful candidate will have excellent planning and organisational skills. They will demonstrate meticulous attention to detail, and be highly efficient as well as very flexible. We're seeking someone who is highly proactive and capable of working with, and across, a range of people – inside and outside of UNLT. The roles success depends on delivering competing priorities and projects to different deadlines. This means we're looking

for evidence of well-developed skills in communication (oral and written), negotiation and persuasion. This is an interesting and varied role, with responsibility for many different areas of governance & service delivery. It is an excellent opportunity to gain hands-on experience and understanding as to how a small charity like UNLT operates.

[Apply Now](#)

Cross References and Citations:

1. Senior Administrator (Maternity Cover) [Luxuryjobs Jobs London Luxuryjobs ↗](#)
2. Senior Administrator (Maternity Cover) [Chicagojobsearch Jobs London Chicagojobsearch ↗](#)
3. Senior Administrator (Maternity Cover) [Healthcarejobsnearme Jobs London Healthcarejobsnearme ↗](#)
4. Senior Administrator (Maternity Cover) [Costaricajobs Jobs London Costaricajobs ↗](#)
5. Senior Administrator (Maternity Cover) [Dohajobs Jobs London Dohajobs ↗](#)
6. Senior Administrator (Maternity Cover) [Ukjobopportunities Jobs London Ukjobopportunities ↗](#)
7. Senior Administrator (Maternity Cover) [Ultimatejobfinder Jobs London Ultimatejobfinder ↗](#)
8. Senior Administrator (Maternity Cover) [Newzealandjobs Jobs London Newzealandjobs ↗](#)
9. Senior Administrator (Maternity Cover) [Francejobs Jobs London Francejobs ↗](#)
10. Senior Administrator (Maternity Cover) [Civiljobs Jobs London Civiljobs ↗](#)
11. Senior Administrator (Maternity Cover) [Onlinejobsearch Jobs London Onlinejobsearch ↗](#)
12. Senior Administrator (Maternity Cover) [Moscowjobs Jobs London Moscowjobs ↗](#)
13. Senior Administrator (Maternity Cover) [Dohajobs Jobs London Dohajobs ↗](#)
14. Senior Administrator (Maternity Cover) [Beauticianjobs Jobs London Beauticianjobs ↗](#)
15. Senior Administrator (Maternity Cover) [Srilankajobs Jobs London Srilankajobs ↗](#)
16. Senior Administrator (Maternity Cover) [Adminjobs Jobs London Adminjobs ↗](#)

17. **Senior Administrator (Maternity Cover) Uruguayjobs Jobs London Uruguayjobs ↗**
18. **Senior Administrator (Maternity Cover) Warsawjobs Jobs London Warsawjobs ↗**
19. **Senior administrator (maternity cover) Jobs London ↗**
20. **AMP Version of Senior administrator (maternity cover) ↗**
21. **Senior administrator (maternity cover) London Jobs ↗**
22. **Senior administrator (maternity cover) Jobs London ↗**
23. **Senior administrator (maternity cover) Job Search ↗**
24. **Senior administrator (maternity cover) Search ↗**
25. **Senior administrator (maternity cover) Find Jobs ↗**

Source: <https://uk.expertini.com/jobs/job/senior-administrator-maternity-cover--london-upper-norwood-librar-792b68d246/>

Generated on: 2024-05-06 by Expertini.Com