

The British Caving Association is looking for a PART-TIME CLERICAL ASSISTANT to help the BCA Executive support all aspects of the country's caving community.

This post will appeal to an outgoing individual with experience of general clerical duties including minute taking, collation of officer reports, meeting arrangements and record keeping, as well as updating BCA's website

Working hours are flexible, expected to average 4-5 hours per week. Occasional weekend work near Birmingham would be required (approx. 4 Saturdays a year; travel costs and journey time will be paid). Good internet access from home is essential. Own transport would be an advantage but not essential.

The job will appeal to applicants wanting a predominantly home-based online job, with occasional travel required to Great Hucklow in Derbyshire and elsewhere in the Midlands.

The applicant must be computer literate, self-motivated and good at working independently. Experience of work or volunteering in the caving or other outdoor pursuits sectors would be advantageous.

The post carries an attractive remuneration package, dependent on experience.

Applications in the form of CV and accompanying letter outlining suitability for the post should be sent to:

*The BCA Secretary, The Old Methodist Chapel, Great Hucklow, Buxton, Derbyshire, SK17 8RG,*

or alternatively email <mailto:membership@british-caving.org.uk>