JOB DESCRIPTION
VIRTUAL PA/ADMINISTRATIVE ASSISTANT

We are looking for a PA/ Administrative Assistant to work from home providing administrative support to assist in the work of Babywearing UK, a social enterprise which promotes the use of slings and baby carriers and the practise of babywearing, carrying a baby close to the parent's body. You will perform various administrative tasks and will require a good Internet connection and experience of some online communication tools, e.g. Zoom, or the willingness to learn.

The post will involve:

- Responding to e-mails and social media messages
- Managing course bookings and administration
- Assisting in the maintenance of the Babywearing UK and School of Babywearing websites & Facebook pages
- Looking at relevant articles and summarising these

The ideal candidate will:

- Have some knowledge and/or experience of babywearing
- Have some administrative/organisational skills and experience
- Have access to a PC and the use of e-mail, Microsoft Word and Excel or compatible programmes
- Have some knowledge of Wordpress websites or a willingness to learn
- Be flexible, communicative and enthusiastic

1. Personal Details

Title	Surname	First Names
Address		Telephone Home: Mobile: E-mail:
National Insurance Number:		
Are there any restrictions on you taking up employment in the UK? Yes ☐ No ☐ if yes, please provide details:		

2. Education, Training and Relevant Qualifications & Experience

Please tell us a bit about any experience or qualifications you consider to be relevant. This may be formal or informal, gained at work, in a voluntary capacity or as a parent. Continue on a blank page if needed.

Administrative/Project Work	Babywearing

3. Please give any additional information about your experience and interests relevant to this application.

4. Please tell us why you're interested in this post and why you are suitable for it (please check the 'ideal candidate' list on page 1 & tell us how you meet each requirement):

5. Please tell us about how you'd manage working flexibly and from home

6. Can you suggest 3 improvements that we could make to our websites, www.babywearing.co.uk and www.schoolofbabywearing.com?

7. How would you go about finding us a training venue when we get back to running training courses?

References

Please give the names and e-mail addresses of two people who can provide a reference. These can be friends but should know about your skills & experience.	
Name: Position/how you know them: E-mail: Do we have your permission to contact this referee? Yes ☐ No ☐	Name: Position/how you know them: E-mail: Do we have your permission to contact this referee? Yes ☐ No ☐

When can you start work, if successful? And do you have any questions for us?
