

Role Profile: Administrator to the Membership Manager

The General Manager is responsible for the day to day operational running of BANT, including staff management, accounts, payroll, website updates and advertising, e-blast communications to our members and organisation of the annual AGM.

The Membership Manager assists the General Manager with the day to day running of BANT, in particular the processing of membership applications and renewals, responding to prospective and existing member queries, website updates and CPD applications and listings.

The Administrator provides administrative support to the Membership Manager to allow the Membership Manager to focus on Management duties.

The Role

- Updating Complimentary and Natural Healthcare Council (CNHC) details on online member records
- Organisation and maintenance of electronic filing systems, using Dropbox
- Scanning, filing and indexing BANT membership application forms
- Assisting the Membership Manager with BANT website update project
- Other ad hoc administrative duties and projects, as required by the Membership Manager
- Hold the position for the minimum of 1 year

This is an opportunity to develop a greater understanding of the role of BANT and the support BANT offers to its members. Also, to network amongst peers, whilst developing administrative skills and a greater awareness of organisational management.

Time commitment – 2-4 hours per week