



Dry Stone Walling Association (DSWA) Office Administrator

Would you like to be part of a small, dynamic office team, working in the heritage sector? Do you enjoy a challenge where no two days are the same? The DSWA is seeking to recruit an experienced administrator to run its head office. The role is full-time (35 hours per week) based in south Cumbria, close to J36 of the M6 motorway. Occasional weekend working is required for quarterly Trustee Board meetings, which usually take place on a Saturday. Flexible working arrangements could be discussed at the interview.

You should have a high level of competency in using office software packages, including Word, Access, Excel and Teams and be able to work on your own initiative, at times under pressure, whilst ensuring accurate outputs and deadlines are met. You will be able to handle priorities in an efficient and resilient way and demonstrate excellent attention to detail. Experience of minute taking would be an advantage as the role currently provides the secretariat for the DSWA's Trustee Board.

Through excellent organisational, administrative and communication skills this varied role will ensure the continued smooth running of the DSWA head office whilst also embracing updates in technology to ensure an efficient and up to date environment. You will be able to communicate effectively with a wide range of people and have a flexible approach to the job.

The post has responsibility for overseeing the work of the Admin Assistant and should also be able to cover aspects of that role during leave of absence e.g., holiday or illness.

We can offer a salary in the region of **£28,000** as well as 5.6 weeks annual leave. DSWA operates a pension scheme which staff are eligible to join after three months.

For an application form please email information@dswa.org.uk. Closing date for completed applications to be received back is 12 noon on 2nd June 2023. Interviews will be held week commencing 5th June 2023 with a view to successful candidate starting work ideally early July.

The main aims of the Association are to promote a greater understanding and knowledge about the traditional craft of dry stone walling and to encourage the repair and maintenance of dry stone walls throughout the country and retain the important landscape heritage of dry stone walling. The DSWA has a network of branches across the country.

More information can be found at <https://www.dswa.org.uk/>