Job Vacancy



Administration Assistant

Part-time (16 hours/week), two-year fixed term contract Vincent Wildlife Trust

Starting salary: £20,800 per annum pro rata.

If you have strong administration, IT and communications skills, with excellent attention to detail and a positive 'can do' attitude, and would like to work with us to support wildlife conservation, please visit: <u>https://www.vwt.org.uk/vacancies/</u> for further details and to apply.

Deadline for applications 17:00 Friday 22 April 2022 by email to <u>helenhenderson@vwt.org.uk</u>

or by post to

Vincent Wildlife Trust 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

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