



Registered Charity Number 1156960 WESTON PLANET

An exciting opportunity has become available!
We are recruiting a new

Planet Administrator

Weston Planet organises the monthly GP education sessions for all Pier Health clinicians. We need a new administrator to join our small committee of three GPs. The Planet administrator is the lynch-pin of the team, crucial for the smooth running of the show. The role involves **15 to 30 hours a month** of varied and rewarding work. Fixed hours are the Planet afternoons and the Planet committee meetings. Remaining hours are worked at home- we can provide a laptop. **Planet afternoons** are 1-5pm on the 3rd Thursday of every month except August and December. The Planet administrator is front of house for the afternoon, welcoming the speakers, GPs and sponsors. They are on hand to help speakers load up their presentations and sort out any IT glitches. They collect and collate the feedback from the teaching, and upload any presentations to the Planet website. **Committee meetings** are for two hours; usually at lunchtime on the first Thursday of the month. The Planet administrator prepares the agenda, brings the lunch, takes the minutes and actions any administrative tasks arising.

Are you personable, resourceful and organised?

Could you be available on Thursday afternoons?

Do you have reliable internet access for home working?

Are you able to respond to emails most days?

We would love you to join our team

For more information, please use the link on the "contact us" page of our website

Closing date 30 June 2021