



Job opportunity

Assistant to the Director of Tunbridge Wells Commons Conservators

Commons Conservators

An experienced and pro-active assistant is required to support the Director of the Commons Conservators, working in a small team with the Treasurer and Commons Warden and liaising regularly with the Conservators. The Conservators of Tunbridge Wells & Rusthall Commons are the statutory body with responsibility for conservation and management of the two Commons.

The successful applicant will assist the Director in preparing agendas, taking and distributing meeting minutes, organising meetings, dealing with correspondence, collating expenditure and other records, updating the Commons website, liaising with interested parties, supervising contractors in the Warden's absence and seeking out funding opportunities.

This is a part time position of 12 hours per week (to be agreed). The salary has been benchmarked at £8,432 (£26,000 pa pro rata).

For further information please contact the Conservators by email at info@twcommons.org