



THE HIGHGATE SOCIETY

VOLUNTEER VACANCY: HIGHGATE SOCIETY SUPPORT

(Part-time, flexible hours, working from home,
for a minimum of six months, preferably longer)

A new unpaid role has arisen within the Highgate Society – an exciting opportunity for the right person. The person who takes this on will be instrumental in shaping it.

There are three particular tasks which need support urgently, but there will certainly be other opportunities developing.

The three immediate tasks are:

- ❖ Working on the website
- ❖ Supporting the increasing work load of the Environment Committee Planning sub committee (very much the core work of the Society)
- ❖ Assisting with the letting of 10a (including setting up electronic systems)

In addition, other tasks might include: providing support to Society events, supporting others with the implementation of the PR strategy and liaison with retailers for leaflet and booklet distribution.

The successful applicant will have support and guidance from Society members but will need to be able to work on her/his own initiative and be happy working with a variety of people, all of whom are volunteers in the Society – no paid staff.

S/He will need to have excellent communication skills and the role requires a good standard of computer literacy.

It would suit someone with some spare time (perhaps with young school age children) or a recent graduate wanting to broaden their experience and enhance their CV, or a recently retired person who wants to get involved in the community. Being within easy distance of the Highgate Society premises at 10a South Grove, in the centre of Highgate Village, would be a help. Other tasks may emerge as this volunteer post develops.

Out of pocket expenses would be met by the Society.

Questions and CVs to: Catherine Budgett-Meakin, Chair, Catherine@budgett-meakin.co.uk, or 020 8340 2085

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www.HighgateSociety.com