

Events and Administration Officer (Part-time)

Closing date for CV's and Supplementary Questions to be submitted to Suzanne@co3.bz before 8th February @ 12 noon

The above position of Events and Administration Officer is part time and will comprise of 20 hours a week (to be reviewed). The role is detailed in the Personnel Specification and the Job Description. An immediate start is available.

If you have the skills and experience suited for this role, we look forward to receiving your application.

About Us

Established in 1985, Chief Officers 3rd Sector (CO3) is a leading membership-based organisation that focuses on supporting, developing and connecting Third Sector leaders in Northern Ireland.

We have a growing membership base of almost 700 third sector leaders. Our members range from leaders of some of the largest charities and social enterprises through to small community and faith-based groups.

We use the term third sector to describe the breadth of our members' work. Members work across all policy areas and connect to all government departments. Our members offer considerable expertise, services and innovation. Our members lead organisations that contribute resources and investment in public services, employ tens of thousands of people and have a considerable asset base to help strengthen the economy.

About You

To succeed you will need impressive admin skills, great customer service skills and a can do attitude. Excellent communication skills, meticulous attention to detail and the ability to manage your own workload effectively are all essential.

Please click [here](#) to download the Events and Administration Officer Application Pack.

Please click [here](#) to download the Events and Administration Supplementary Questions.