

THE JUBILEE SAILING TRUST

BUSINESS ADMINISTRATION TEAM MEMBER

The Jubilee Sailing Trust is a charity that has been in operation for over 30 years. We own and operate the world's only two tall ships that were designed and built to be fully accessible. We offer crewing holidays to people from all walks of life, across all age groups (16 upwards) and of any physical or sensory ability.

As a member of the administration team you will provide a co-ordinated approach to support the Finance, Sales, Fundraising and Ships Operations Departments. The core of this role will focus on Finance so experience in this area would be advantageous, however training will be given. Experience of working with the MS Word, Excel and Outlook is essential. As a charity part of our income is derived from events. As a member of the JST staff you would be expected to work flexible hours to accommodate occasional evening or weekend working. This role would be suited to those who are able to focus, prioritise and get the job done whilst working within a diverse and remarkable environment.

This position is full time Monday to Friday 9:00am to 5:00pm with 25 days annual leave (plus statutory holidays). Salary c£16,500 - £18,000, dependent upon experience. The opportunity to sail on the ships as part of your induction and on-going development exists.

Please download and read the full job description and person specification before applying. To apply please send your CV to Paula Plummer, Jubilee Sailing Trust, 12 Hazel Road, Woolston, Southampton. SO19 7GA or email to paula.plummer@jst.org.uk.