



THE BRITISH FLUTE SOCIETY

SECRETARY

Fee: £18.75 per hour

As a guideline only: we are likely to require about 10 hours per week, but more during busy periods

The British Flute Society (registered charity no. 326473) invites applications from suitably qualified and experienced individuals to provide secretarial services to The British Flute Society (BFS).

Liaising with members of the Council (unpaid trustees) the Secretary will undertake the day to day administration of the Society including general correspondence, event co-ordination and organising meetings. The Secretary also handles the production of the Society's promotional material including brochures, advertisements and leaflets.

For further information about The British Flute Society please visit www.bfs.org.uk. For a more detailed description of our requirements please contact the BFS Chair, Malcolm Pollock (Malcolm.pollock@hotmail.co.uk).

Please apply by email to the Chair with a full CV and the names of 2 referees.

The closing date for applications is 23rd October 2018.