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|    | <p>Napo is a small trade union and professional association providing a range of services to our members in the Probation Service and Family Court sectors across England, Northern Ireland and Wales. It employs 12 staff and is currently recruiting to the following post.</p>  |
| <p>For an information pack and application form please email:</p> <p><b>kwaldron@napo.org.uk</b></p> <p><b>Napo,<br/>65 Mortlake High St,<br/>London SW14 8HL</b></p> <p><b>tel:<br/>020 7223 4887</b></p> <p><b>email:<br/>info@napo.org.uk</b></p> <p><b>web:<br/>www.napo.org.uk</b></p> <p>Napo is working towards being an equal opportunities employer.</p> | <p><b>Membership Administrator</b></p> <p><b>Salary: £33,005 to £36,424 pa exclusive of London Allowance, if applicable, of £4,968 pa.</b></p> <p>Working in a small, yet busy, membership department, you will be expected to deal with a wide range of trade union membership enquiries, including the processing of membership subscriptions, general membership administration and the provision of regular membership statistics.</p> <p>You will ideally have a demonstrated track record in the use and administration of membership databases within the trade union movement and must be able to communicate clearly, work co-operatively and prioritise workloads effectively in order to meet deadlines.</p> <p>We would like the successful candidate to commence work as soon as possible, subject to availability and satisfactory references.</p> <p>Location: Remote / Hybrid working.</p> <p><b>Closing date: 21<sup>st</sup> April 2025 (12 Noon)</b><br/> <b>Interviews: 15<sup>th</sup>/16<sup>th</sup> May 2025 (TBC)</b></p> |