JOB DESCRIPTON
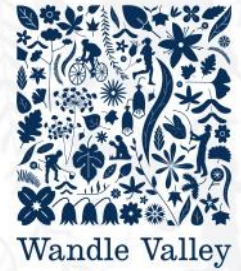**GET ACTIVE WANDLE VALLEY PROJECT SUPPORT**
Office or Home Based
FIXED TERM | £150 per day for 5 – 7 days only

We are seeking a highly-motivated individual to provide administrative support for the Wandle Valley Regional Park Trust to develop a comprehensive database of contacts, stakeholders, partners and communication networks.

The Wandle Valley Regional Park Trust, runs a parks and public health programme called Get Active Wandle Valley. As this project and the role of the Trust expands and develops, we need to develop our list of contacts and communication networks into one comprehensive accessible database that can be integrated into several software formats. In addition, we need to develop our data entry systems for evaluation of our participants in the program and to assist with the development of new products and services.

We are looking for an expert in Excel, who can develop our database
We want this person to research and check the data we currently hold for accuracy and to add to the data gaps.
We envisage this task will take approximately 1 week.
We are willing to pay £150 per day for this service with the option of working from home.

To apply for this position, please send a CV and cover letter (no longer than one side of A4) detailing your suitability for the role to info@wandlevalleypark.co.uk before noon on Friday 16th June 2017.