

Role of administrator for the Association of Breastfeeding Mothers

Job Description

Reports To

The ABM chair is your line manager but you may take instruction from other members of the training team and central committee.

Responsibilities and Duties

- Acts as the first port of call for many communicating with the ABM: checking the PO Box, admin email address and checking the admin phone line.
- Is responsible for payments, invoices and maintaining financial records. Communicates with treasurer and accountants.
- Administers our training programme alongside our team of volunteer markers and National Breastfeeding Counsellor coordinators. This includes sending out initial information and liaising with the training team to process applications. During training, the administration role involves sending out the latest modules and keeping the database up to date with a trainee's progress. Providing information to the Training Coordinator, Chair and Central Committee for reports and meetings.
- Supports event planning which includes booking accommodation, tickets and supporting the conference coordinator in preparation for our annual conference.
- Oversees our shop supplies which includes our leaflets, re-ordering when necessary.
- Welcomes new members, sending out a membership pack and introductions.
- Monitors membership of the Facebook Trained and Training group to accept new members and remove old members.
- Answers queries for current members and signposts to other ABM post-holders where necessary.
- Communicates with the ABM central committee and training team via email, phone and Facebook.