

# Employment Opportunity: Admin & Photography Assistant to Outdoor Learning Programme

Energize is a social enterprise based in Bedford, seeking to turn potential into success by providing developmental activities for young people, families, communities, and workplaces.

**ADMINISTRATION (70%)** We are looking to employ someone who can assist our office manager with general administration tasks and the day-to-day running of Energize. There is an opportunity for personal growth in this area. There is also often a need for creating artwork (posters/flyers), so an interest in graphic design would be very useful.

**PHOTOGRAPHY (30%)** Another important aspect of the job involves 'Angling4Success' - a fishing and photography course, providing an alternative curriculum for young people. You will be responsible for preparing the photography equipment for each session, collecting and displaying students work on our online gallery, helping to promote the course and, occasionally, providing photography coaching to the young people. An interest in photography (& photo manipulation) would, therefore, be essential and the ability to communicate the basics of digital photography preferable..

This role is suitable if you are studying, or looking to work during a gap year. Flexible working time up to 30 hours per week, with applications accepted for Administration or Photography or both. Starting mid April 2009 for initial training.

If you are interested,  
please call Energize on:  
01234 272101

e-mail:  
angling@energize-solutions.co.uk

or write to:

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[www.Angling4Success.com](http://www.Angling4Success.com)

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