



Join Our Team!

Office Administrator – Member Services

Part-time | 24–25 hours per week | Banbury Business Park (Hybrid option)

The **British Microlight Aircraft Association (BMAA)** is the national governing body for microlight flying, supporting **4,000 passionate members** across the UK. We're a friendly, inclusive team dedicated to promoting and encouraging microlight aviation.

The Membership Services team are a vital part of the success of the association.

What you'll do:

- Process airworthiness certification applications
- Handle membership and pilot licensing
- Manage our online shop and member queries
- General office administration

What we offer:

- ✓ Full training provided
- ✓ Flexible hours (core days: Monday & Tuesday)
- ✓ Hybrid working after induction
- ✓ Equivalent full-time salary: £26,000–£28,000 (pro rata)
- ✓ 28 days holiday + bank holidays (pro rata)
- ✓ Two exciting event weekends per year (with time in lieu)

What we're looking for:

- **Essential:** Meticulous attention to detail, strong numeracy, good communication, computer literate (Word, Excel, Outlook), team player
- **Desirable:** Previous admin experience, full UK driving licence

Apply now! Closing date 18th December 2025

Send your **CV and cover letter** to:

Kelly Thacker (Business Manager)

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