



# Registrars

working to Kali, enrolling women on all workshops, supporting women to complete paperwork and payment in a timely fashion, addressing any concerns and fears, providing workshop leaders with required consents and personal requirements

## Responsibilities



Following up website and phone registrations to workshop attendance:

completion of required paperwork

payment in liaison with The Guardian's finance team: allocating bursaries, setting payment plans

collecting, collating and submitting required participant paperwork to workshop leaders

### **Background and qualities:**

*Administratively competent, time sensitive  
Warm, supportive and clear communicator  
Boundaried, confidential*

