

People, Ponds and Water Project Administrator

Position

Contract: 2-year contract, Full-time.

Location: Oxford based.

Salary: £18,000-£20,000 p/a, depending on experience.

Responsible to: People, Ponds and Water Project Coordinator / Office Manager.

Background

Freshwater Habitats Trust is a friendly, well respected, conservation charity that works to protect UK and European freshwater wildlife through practical, evidence-based and effective nature conservation projects.

Starting in January 2015 we are undertaking a major three-year project, '*People, Ponds and Water*', funded by HLF. The project, which covers England and Wales, will work with people to make a national difference to freshwater biodiversity protection by:

- Supporting local people to manage the most important ponds and pond landscapes in England and Wales,
- Creating a new national freshwater network to collect essential monitoring information on important ponds and endangered species,
- Raising awareness of the critical importance of clean water for protecting all freshwater biodiversity by enabling people to use quick kits to survey nutrient levels across all waterbody types.

Role

The aim of the People, Ponds and Water Administrator is to support the National Coordinator and Regional Project Officers, helping to deliver the projects biodiversity and people-based targets, delivering the project objectives in a timely fashion.

Key responsibilities

The post holder will:

- Deliver effective project administration and support to team members, acting as the project hub.
- Be responsible for organising nutrient kit distribution.
- Liaise with colleagues and others to collect and collate volunteer data.
- Source and purchase materials and equipment.
- Provide support for designing and formatting guides, leaflets, talks etc. including sourcing photos.
- Organise and undertake simple collation and analysis of volunteer questionnaire data.
- Act as first point of contact for the project, dealing with and redirecting inquiries as required.

- Support volunteer recruitment.
- Manage bookings for training courses.
- Provide logistical help to organise Flagship community events.
- Re-format documents translated into Welsh.
- Support Freshwater Habitats Trust's communications and fundraising managers in sourcing project information for publicity, advocacy and fundraising purposes.
- Proof documents and upload materials to the web site and administer relevant sections of the website.
- Coordinate project social media (Facebook, twitter etc) collating updates and information from project officers.
- Organise the advisory panel.
- Support the Office Manager in processing project finances.
- Undertake other duties as the senior management team may from time to time require.

Additional general responsibilities for the post holder

- Help to build a positive relationship between Freshwater Habitats Trust and its partners.
- Work closely and constructively with your manager in all areas of your responsibility.

Competencies

Qualifications

- At least 5 grade A-C GCSEs, including Maths and English, or equivalent.

Knowledge and experience

- At least 2 year's previous experience of administration, preferably in the charity sector.
- Proven excellent administration and organisational skills.
- Competent data management skills.
- Computer literate: Word, Excel, database use and management, website tools.
- Proven ability to communicate effectively and persuasively, familiarity with using social media as a business tool.
- General interest in wildlife conservation.

Personal qualities

- Ability to manage workload and competing priorities effectively and meet internal deadlines through effective forward planning.
- Good verbal and written communication skills.
- Good interpersonal skills - approachable, professional and courteous.
- Attention to detail and able to deliver on time.
- Ability to work independently and as part of a team.