

Project Administrator

Job description

Contract: 1-year contract, Full-time.

Salary: £20,000-£24,000 p/a.

Location: Oxfordshire

Responsible to: Freshwater Habitats Trust Finance Manager and the South Midlands Newt Conservation Partnership CEO.

Responsible for: Supporting Freshwater Habitats Trust's project teams and the South Midlands Newt Conservation Partnership.

Closing date: Friday, 31st May 2019

Background

Freshwater Habitats Trust is a small, friendly and ambitious conservation charity, which works to protect UK and European freshwater wildlife through practical, evidence-based and innovative nature conservation projects. Our organisation is well respected nationally and internationally, working with a national network of UK-based partners, the Wildlife and Countryside Link organisations, and the European Pond Conservation Network.

The South Midlands Newt Conservation Partnership (SMNCP) is a community-benefit society whose sole purpose is creating and managing high quality habitat for great crested newt, using funds from developers. The scheme's area currently covers Aylesbury Vale, Bedford Borough, Bedford Central, Milton Keynes, Oxford City, South Oxfordshire and Vale of White Horse District Councils. The scheme area is likely to be extended westward in 2019.

Role

The Office Administrator will provide support for Freshwater Habitats Trust's project teams and the South Midlands Newt Conservation Partnership, to ensure effective delivery of project outcomes and project reporting, including elements of finance reporting and project communication.

Key responsibilities

The post holder will undertake project administration:

- Deliver effective project administration and support to team members.
- Act as first point of contact for the project, dealing with and redirecting inquiries as required.
- Be responsible for organising equipment (water quality testing kits, eDNA kits, etc.) distribution to project staff and volunteers.
- Source and purchase materials and equipment.

Support project officers in organisation of events and training courses:

- Identify locations for and booking of venues for training courses.
- Support volunteer recruitment.
- Manage bookings for training courses.

Project communications assistant:

- Support Freshwater Habitats Trust's communications and fundraising managers in sourcing project information for publicity, advocacy and fundraising purposes.
- Provide support for designing and formatting guides, leaflets, talks etc. including sourcing photos.
- Proof documents and upload materials to the web site.
- Coordinate project social media (facebook, twitter etc) collating updates and information from project officers.

Be responsible for tracking project progress with project managers:

- Support the Finance Manager in processing project finances.
- Liaise with colleagues and others to collate and track project progress for quarterly project reports.

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.
- Undertake other duties as the senior management team may from time to time require.

Competencies

Qualifications

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

Knowledge and experience

- At least 3 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, and website management tools.
- Proven ability to communicate effectively and persuasively, familiarity with using social media as a business tool.
- General interest in wildlife.

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.