**Project Administrator**

**Job description**

Contract: 1-year contract, Full-time.

Salary: £20,000-£24,000 p/a.

Location: Oxfordshire

Responsible to: Freshwater Habitats Trust Technical Director

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

Closing date: 2nd October 2020

Interviews: 12th October 2020

**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 Newt Conservation Partnership (NCP) is a community-benefit society whose sole purpose is creating and managing high quality habitat for great crested newt.

**Role**

The Project Administrator will provide support for Freshwater Habitats Trust’s project teams and the Newt Conservation Partnership, to ensure effective delivery of project outcomes and project reporting, including finances. The role is primarily desk-based, and we are looking for an experienced administrator.

**Key responsibilities**

Project administration:

* Delivering effective project administration and support to team members.
* Acting as first point of contact for the project, dealing with and redirecting enquiries as required.
* Sourcing and organising equipment for staff and/or volunteers.
* Organising meetings and training courses.
* Coordinating diaries of team members.
* Taking minutes at meetings, including NCP Board meetings.
* Supporting the implementation of information management systems.
* Sending out book orders.
* Cover for Office Manager in their absence (e.g. telephone and email enquiries, facilities management etc.).

Project support, which may include:

* Contributing to the production of documents for publication.
* Website updates.
* Coordinating dissemination of project information.
* Data management.
* Liaison with project partners and stakeholders.
* Supporting volunteer coordination, including recruitment and liaison.
* Supporting the implementation of project communication plans.
* Mapping using GIS (with training).
* Proofreading documents.

Project finances:

* Support the Finance Manager in processing project finances, including bookkeeping and reporting to funders.
* Liaise with Project Managers to collate and track project progress for 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.
* Basic bookkeeping.
* Competent data management skills including data entry.
* Computer literate: Word, Excel, database use and management, and website management tools. Basic GIS training can be provided as needed.
* 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 details.
* Ability to work independently and as part of a team.
* Flexible and adaptable.