



JOB DESCRIPTION TRUST ADMINISTRATOR

REPORTS TO: Finance Manager

RESPONSIBLE FOR: Volunteers if appropriate, No direct reports

LOCATION: Combination office working and occasional home working.
[Office currently closed due to Covid-19. Plan to open new office in October 2021 in the Carshalton area, with potential relocation to Redhill in 2023.]

ORGANISATION AND ROLE OUTLINE

The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy river ecosystems across the South East of England. The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement.

SERT is a member of the national Rivers Trust, and is part of the rivers trust movement comprised of over 60 local trusts, which are described as having 'wet feet' because they concentrate their efforts on practical environmental enhancement works on the ground. The Trust's core values are central to all we strive to achieve, including bringing positive energy, expertise and specialist knowledge to develop good relationships and to deliver to a high standard making a real difference to rivers and their catchment areas.

The Trust is growing in size and will soon reach 28 members of staff. This position is a new dedicated Administrator role and we are seeking a positive, highly organised and self-motivated person to undertake the administrative duties that underpin the smooth running of the Trust.

The position will include some home-based working and will be solely home-based until a new office is established in the Autumn. As a result, you will need to be able to provide a suitable home working environment and equipment (we will provide a laptop and phone).

Initially offered as a two-year fixed term contract, it is expected that the position will be extended, subject to satisfactory performance and continued funding. We will consider both full and part-time (0.75 fte) applications. This is an exciting opportunity to join and support a growing and dynamic team making a real difference for the environment.

JOB SUMMARY

You will be joining the Trust during an exciting period of growth, helping to shape, inform and implement the systems needed for a thriving organisation.

You will support staff and the Trust through activities such as providing administrative support to the Chief Executive Officer and others, assisting with the implementation of policies and procedures, assisting with communications and with HR administration, and administrative support for meetings. Your role will include a wide range of general office duties, such as ordering supplies, taking bookings, helping with IT equipment and software and answering the main telephone line. You will be responsible for management of the Trust's office and will be the Trust's main liaison point with the landlord. You will support the Finance Manager with financial administration such as purchase invoice processing, expenses, budgets and timesheets, and the preparation of financial claims.

The role will suit a positive, approachable and proactive person, with excellent organisational skills and a high attention to detail. This is an exciting opportunity to become a core part of a dynamic and enthusiastic team making a real difference for the environment.

KEY DUTIES AND RESPONSIBILITIES

1. Office and Trust Administrative Management

- Contributing to the development and maintenance of the Trust's administrative systems, e.g. the asset register, HR forms, and the Trust's Accident Book.
- Helping with the organisation of meetings and conferences (e.g. booking rooms/venues, photocopying and printing, preparing documents, minute taking and making refreshments).
- Co-ordinating the Trust's phone and IT equipment and software, including monitoring updates.
- Maintaining an overview of the Trust's GDPR policies and procedures, including data retention, breaches and subject access requests.
- Maintaining a tidy and organised office environment, including purchasing stationery, maintaining office equipment and co-ordinating storage facilities.
- Liaising with our landlord and disseminating relevant information to Trust staff.

2. Staff Support

- Provide administrative support to the Chief Executive Officer.
- Supporting the Finance Manager with the Trust's accounting processes including purchase invoice processing, expenses, budgets and timesheets, and the preparation of financial claims.
- Support the Management Team with internal policies and procedures, e.g. holding the staff handbook and arranging equipment and software for new starters.
- Supporting all team members with day-to-day administrative needs such as printing, purchasing and travel arrangements.

3. Project and Communications Support

- Providing a professional and courteous front-of-house service, including telephone, email and other enquiries.
- Manage the booking system for the Trust including meeting rooms, event registration, training courses/conferences, accommodation and the Trust's school education programme.
- Maintaining and managing the Trust's photo library.
- Assisting with communications for the organisation, e.g. implementing the communications strategy including social media and website administration.
- Maintaining the Trust's project case studies, and uploading these to online databases as required.
- Administrative support for project work as needed.

4. Other

- Administration of a Supporters' Scheme should the Trust set one up.
- Administrative support of a trading arm when it is set up.
- Contribute to and uphold the good reputation of the Trust, promoting the work of the Trust.
- Adhere to Trust policies and procedures and contribute to their development where appropriate
- Other duties as necessary

Competencies

Please keep this list of competencies in mind, together with the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

Requirements	Essential	Desirable
Training & Experience		
At least 5 grade A-C GCSEs (or equivalent), including Maths and English.	X	
At least 2-years' recent experience of administration, preferably in the charity sector.	X	
Experience of working with accounting software such as Xero.		X
Knowledge & Understanding		
Working knowledge of social media and WordPress based websites		X
Basic understanding of the issues and challenges facing the environment and rivers		X
An understanding of Data Protection regulations/laws		X
Skills & Personal Attributes		
Proficient IT skills, particularly MS Office Excel.	X	
Excellent verbal and written communication skills.	X	
Highly organised with good attention to detail.	X	
Ability to manage workload and competing priorities effectively and meet internal deadlines through effective forward planning.	X	
Honesty, discretion and confidentiality.	X	
Good interpersonal skills – positive, approachable, professional and courteous.	X	
Ability to work independently and as part of a team.	X	
Miscellaneous		
Commitment to equality of opportunity	X	
Full driving licence		X

CONDITIONS OF SERVICE

Salary: £23,000-25,000 *pro rata* commensurate with experience

Contract period: Two-year fixed-term contract with extension subject to performance and funding.

Pension: SERT operates a contributory pension scheme through the Rivers Trust and will pay 9% of salary subject to a 6% employee contribution. Both employer and employee contributions will increase by 1% in 2021.

Hours of work: The Trust works a 40 hour week but this is a relatively flexible position and we would consider applications for between 30 and 40 hours a week spread over five days.

Annual Leave: Annual leave entitlement is 25 days plus public holidays.



APPLICATION PROCESS

SERT recognises the enormous benefits of having a diverse workforce. We actively and warmly encourage applications therefore from a broad and deep range of backgrounds and experiences.

Please email a CV (two pages max.) and a covering letter (two pages max.) focussing on your relevant experience, what you will bring to the role and to the Trust, your salary and hours of work expectations, and when you will be available to start. Please send the email to jobs@southeastriverstrust.org

The deadline for applications is 6 pm on 14th July 2021, with interviews taking place on 20th and 21st July 2021. Please get in touch if you are unable to make these dates.

If you would like to discuss the position, please email jobs@southeastriverstrust.org or ring 0845 092 0110 and we will arrange to call you back.

PRIVACY NOTICE

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.