**Job Title: Administration Assistant**

**Reports To: Executive Assistant / Office Manager**

**Salary:**  **£19,500 pro rata**

**Terms:**  **Permanent, 19 hours p/w (job share)**

**Location**: **Birchwood, Warrington**

ABO**UT THE LAND TRUST**

The Land Trust is a Registered Charity based in Warrington and operating nationally.  We are leading the way in establishing new, sustainable solutions for the management of open space, on behalf of and in partnership with, local communities.  We are responsible for the management of around 60 sites across the UK, including urban parks, designated nature reserves and listed buildings.  We work with local partners, such as Groundwork, Wildlife Trusts and The Conservation Volunteers and others to manage sites on the ground and engage communities.

Our primary aim is the delivery of our five charitable objectives: environment and biodiversity; community cohesion and volunteering; health and wellbeing; education and training; and economic benefits.

**SUMMARY**

To provide proactive administration support to the Portfolio, Development, Communications and Finance teams at the Warrington, regional offices and remote staff.

To support the Senior Leadership Team Executive Support/ Office Manager as required providing a full suite of administrative services to the Board and Committees

**ROLES & RESPONSIBILITIES**

* Provide Proactive Administration services
* Respond to Central e-mail and provide office services and facilities (including compliance to health and safety processes and system for the Head Office) to ensure requests completed in SLA.
* Support for the Service Charge Team, at peak periods.
* Managing calendars and arranging meetings and events for Senior Leadership Team e.g. portfolio 1-2-1s
* Booking meeting rooms, hiring venues and arranging travel for staff and managing partners (booking trains, taxis, car hire etc.)
* Taking minutes in meetings as required.
* Chasing, collating and inputting Quarterly returns data, assisting with raising Managing Partner’s orders.
* Ordering office supplies and stationery.
* Arranging facilities maintenance when necessary e.g. plumbing, lighting.
* Typing up hand written notes for staff, as required.
* Arranging or shopping for working lunches and making teas and coffees for meetings.
* Administration relating to service panels for provision of services and ensuring this information is available through the Intranet.
* Providing support to the remote offices, through face-to-face contact, at least once a month.
* Arranging Managing Partner’s conference, including liaising with all Managing Partners and coordinating all requirements.
* Answering phone calls; answering queries from the public, ensuring all requests are followed up and messages are passed on.
* Devise and operate efficient file retrieval systems, ensuring compliance with The Trust’s Document Retention Policy.
* Maintains and publishes the master list of Land Trust Policies and up to date policies on the intranet.
* Support the Fundraising team in gathering and collating information & materials for the development, delivery, monitoring and reporting of grant-funded projects, assist in the obtaining of work schedules quotes, prices etc. from partners.
* Devise and operate efficient file retrieval systems relating to Fundraising projects, ensuring compliance with The Trust’s Document Retention Policy.
* Oversee and update the Fundraising Database and Contact Management systems.
* Provide general administrative support to the Fundraising Team.

**Support to SLT Executive Support/Office Manager**

* Organise events and travel arrangements for the SLT and other senior staff ensuring VFM.
* Co-ordinate and manage a complex series of diaries to organise meetings and produce action notes for none regular and ad hoc meetings as required.
* Manage events and make conference bookings and travel arrangements for the SLT.
* Arrange corporate meetings/conferences both on and off site.
* Provide a first point of contact for enquiries (in correspondence, over the telephone and in person) handling enquiries in a confidential and diplomatic manner and re-directing enquiries when appropriate.
* Provide cover for SLT Executive Support when required.

**Board Services**

* Support the SLT Executive Support/Office Manager, as required to provide a full suite of administrative services to the Board and Committees of the Land Trust including; arranging and scheduling meetings; photocopying and distributing papers; taking minutes and providing administrative support regarding booking of events, equipment, arranging hospitality, invitations and other resources as appropriate, ensuring value for money at all times

**Specific technical support to Portfolio Team**

* Responsible for, using and developing ArcGIS to produce maps for licenses, contracts, presentations and aiding partnership working, including developing layers for site data being collected.
* Assisting and coordinating completion of legal documents such as licenses for grazing, events etc., tracking documents through the approval and signing process.
* Filing of all types of documents and records and adherence to the document retention policy e.g. site funding and site legal agreements.
* Maintaining Key documents files – coordinating signing and control of operational documents, maintaining a register of files, and retrieving outstanding items from solicitors, clients and staff.
* Maintaining updating CRM to include site data and contacts.
* Coordinating the applications and management of our statutory grant applications & BPS, unsure all agreements are annually tracked, submitted correctly and on time etc.

**Insurance**

* Liaising with insurers and brokers to manage and renew the Trust’s insurance policies, manage all claims; coordinate the insurance claims with the H&S list of incidents. Retendering as necessary.
* Working with the development team to ensure new land acquisitions are insured.
* Working with the development team to retrieve quotes for project insurance costings.
* Working with various parties for the management of insurance claims including keeping records of evidence.

**Health and Safety**

* Maintaining the portfolio H&S tracker spreadsheet and chasing up documentation relating to sites.
* Purchasing, distributing and tracking PPE and clothing supplies for staff.
* Arranging PAT testing.
* Assist with the arrangement and recording of the provision of adequate and suitable instruction, information, training and supervision as is necessary so that staff develop a safety culture and provide their services at minimal risk.
* Liaise with external health and safety training provider to effective of training service.
* Maintain the Land Trust register of risk assessments.
* Ensure all DSE workstations are risk assessed upon arrival of new personnel.
* Record accidents, incidents, dangerous occurrences and near misses and, following investigations record measures to prevent recurrences and follow actions to ensure measures are completed.

**PERSON SPECIFICATION**

**Appropriate professional qualification**

* Five GCSEs passes (including English and maths) or equivalent.
* Evidence of and commitment to continual professional

**Experience and Track Record**

* Substantial and recent administration experience.
* Ability to multi-task, prioritise and re-prioritise with support from Office Manager as required on a daily basis.
* Ability to work to tight deadlines and under pressure.
* Extensive working knowledge of Microsoft office applications.
* Excellent demonstrable organisational skills, pro-active and motivated to achieve.
* Evidence of operating collaboratively with leaders and managers.
* Demonstrates a commitment to E&D in the workplace.
* High levels of IT literacy and an understanding of new ways of working.

**Interpersonal Persuasion and Influencing**

* Ability to maintain absolute confidentiality shows discretion and is diplomatic.
* Able to work under pressure in a very busy office.
* Effective and demonstrable interpersonal skills.
* Experience of working within a team environment.
* Ability to communicate confidently and effectively with people at all levels.
* Ability to deal with difficult / challenging customers.
* Demonstrates high levels of motivation and resilience combined with enthusiasm, commitment and a curious, inquisitive approach to challenge and seek continuous improvement.
* Passionate, committed and self-motivated.

**Communication**

* Ability to engage with staff, peers, board members, tenants and external partners to build relationships based on honesty, trust, mutual respect and integrity to inspire confidence and respect.
* Knowledge of the digital/social media opportunities to aid communication and drive business success.

**OTHER RELEVANT INFORMATION**

£19,500 pro rata for PT hours

25 days holiday per year (pro rata), plus bank holidays. Rising to 30 days with 5 years’ service

A defined contributions pension plan, with Land Trust matching employee contributions up to 6%

**APPLICATIONS**

Please email a CV and covering letter to [recruitment@thelandtrust.org.uk](mailto:recruitment@thelandtrust.org.uk)

Closing date for applications is **3rd** **December 2017**

Interviews will take place at Land Trust office, Warrington on **Friday** **15th December 2017**