

Administrative Assistant



Job Title: Administration Assistant
Reports To: Senior Administration Assistant
Salary: £21,500 to £23,000
Terms: Permanent, 36 hours pw
Location: Birchwood, Warrington which will include Hybrid working.

SUMMARY

To provide a comprehensive and proactive suite of administration services to a variety of teams who are based either at the Warrington office or work remotely across the UK.

This job description is not intended to be exhaustive but simply to highlight the current key responsibilities of the role. The role holder is expected to perform tasks assigned to them that someone of their experience might reasonably be expected to perform.

ROLES & RESPONSIBILITIES

General administration tasks for all teams.

- Ordering office and staff supplies including stationery and equipment.
- Support HR administration including onboarding for new starters.
- Coordinate legal document signing and safe return liaising with solicitors and delegated signatories,
- Booking meeting rooms, hire venues and arrange travel for staff incl booking trains, taxis, car hire etc.
- Organise internal events including all colleague meetings: booking of venue, hotels, arranging refreshments and travel plus any other special requirements.
- Organise meetings and produce minutes or notes for nonregular and ad hoc meetings as required
- Arranging office facility maintenance e.g. plumbing, lighting, repairs, onsite issues etc
- Undertake H&S checks, and office checks including build-up of waste.
- Arranging working lunches and make teas and coffees for meetings.
- Ensure the office is kept tidy and highlight any issues to the Office Manager.
- Provide administration relating to service panels for the provision of services.
- Answering phone calls; answering queries from the public, ensuring all requests are followed up and messages are passed on.
- Support with the preparation of Committee papers.
- Open post, scan and send to the agreed person or team.
- Arrange outgoing post and take to the Post office.
- Support individuals with any formatting of word documents, PowerPoint and adobe.
- Raise purchase orders and liaise with suppliers to make payment for services.
- Maintain the master list of Land Trust Policies and update central systems with updated versions.
- Operate an efficient file retrieval and archiving system in accordance with The Trust's Document Retention Policy.
- Filing of all types of documents and records e.g. site funding and legal agreements (both onsite and at our offsite storage facility) in adherence to the document retention policy.
- Provide administration support to Office Manager as required.



Specific technical support to Estates Team

- Maintaining the Estates H&S tracker spreadsheet and chasing up documentation relating to sites.
- Assisting and coordinating completion of legal documents such as licenses for grazing, events etc., tracking documents through the approval and signing process.
- Maintaining Site Key documents files (on and off site) – coordinating the signing and control of operational documents, maintaining a register of files, and retrieving outstanding items from solicitors, clients and staff as required.
- Manage site utility payments; working with finance to raise payment order's, settle invoices and escalate issues.
- Supporting with the annual Managing Partner's conference.
- Maintaining updating databases to include site data and contacts.
- Add details of site events to website and maintain the managing partners policy portal.

Health and Safety

- Purchasing, distributing and tracking PPE and clothing supplies for staff.
- Arranging PAT testing.
- Book and pay for all H&S staff training.
- Maintain H&S training records and escalate any overdue completion to Office Manager.
- Arrange Group Training such as Personal Safety or where multiple staff needed to attend
- Undertake Health & Safety tasks for the office including weekly, monthly and yearly checks e.g. fire alarm testing, water temperatures and emergency lighting testing.
- Update regular contractors' H&S documentation and arrange payments.
- Maintain the Land Trust register of risk assessments.
- Ensure all DSE workstations are risk assessed annually and upon arrival of new personnel.
- Record accidents, incidents, dangerous occurrences and near misses.

PERSON SPECIFICATION

Experience and Track Record

- Substantial and recent administration experience.
- Ability to multi-task, prioritise and re-prioritise with support on a daily basis.
- Ability to work to tight deadlines and under pressure.
- Working knowledge of Microsoft office applications including MS Teams, Outlook, Word and Excel.
- Experience of office finance processes would be an advantage, but full training will be given.
- Excellent demonstrable organisational skills, pro-active and motivated to achieve.
- 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.
- Effective and demonstrable interpersonal skills.
- Experience of working within a team environment.
- Ability to communicate confidently and effectively with people at all levels.
- Demonstrates high levels of motivation and resilience combined with enthusiasm, commitment and a curious, inquisitive approach to challenge and seek continuous improvement.

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- Passionate, committed and self-motivated.

Communication

- Ability to engage with staff, peers and external partners to build relationships based on honesty, trust, mutual respect and integrity to inspire confidence and respect.

OTHER RELEVANT INFORMATION

Salary and Benefits

- Full time role working 36 hours per week over 5 days with a mixture of home and office working.
- 25 days holiday per year, plus bank holidays. Rising to 30 days with 5 years' service.
- Flexi time.
- A defined contributions pension plan, with Land Trust matching employee contributions up to 6%.
- Life Assurance (4 x salary)
- Option to purchase additional holidays.
- Employee Assistance Programme.
- Health Care cash back scheme.
- Training and Development support.
- Enhanced family leave and sickness support.
- Annual performance Incentive plan

ABOUT THE LAND TRUST

The Land Trust is a national charity committed to long-term sustainable management of countryside and greenspace for community benefit. Its vision is to improve the quality of people's lives by creating sustainable, high quality green spaces that deliver environmental, social and economic benefits.

The Trust manages a varied portfolio of over 80 sites (2,500 hectares) and works with a wide range of landholders who want to pass on responsibility for the management of sites and find bespoke long-term funding solutions for land management. These solutions include service charges, section 106, endowment, or a mix of funding. Our current endowment portfolio of over £180m provides the financial resources to ensure these sites are well managed and contribute positively to the wellbeing of local communities.

The Land Trust works in partnership with local managing partners, community groups and contractors who carry out the day-to-day management and practical maintenance of our sites such as habitat management and inspections, engaging with the local community and the organisation and running of events and activities.

Our managing partners are selected for their competence and ability to meet our charitable aims and are a range of organisations including Local Wildlife Trusts, TCV, Groundwork, RSPB, Woodland Trust, National Trust, local authorities, community associations, charities, greenspace contractors and Friends of Groups.

APPLICATIONS

Please email a CV and covering letter to recruitment@thelandtrust.org.uk

Interviews will take place at Land Trust office, Warrington

Closing date: 18th March 2024. This may close early if a high number of applications are received.

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The Land Trust is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.