

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.

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 holiday.
- Employee Assistance Programme and 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.

SUMMARY OF ROLE

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.

ROLES & RESPONSIBILITIES

General administration tasks for all teams including

- Ordering office and staff supplies including stationery and equipment.
- Formatting of documents.
- 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
- Answering phone calls; answering queries from the public, ensuring all requests are followed up and messages are passed on.
- Raise purchase orders and liaise with suppliers to make payments for services.
- Filing of all types of documents and records.
- Coordination of completion of legal documents such as licenses for grazing, events etc, tracking documents through the approval and signing process.
- Manage site utility payments.

Administrative Assistant



- Maintaining and updating databases to include site data, contacts and Health & Safety documentation from our sites.
- Arrange Group and individual Training.
- Undertake Health & Safety tasks for the office.
- 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.
- 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.
- Passionate, committed and self-motivated.

A full job description can be found [here](#).

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 high number of applications.

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.