



**SPECIES
SURVIVAL
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Job Description

Administration Officer

Purpose:	To provide administrative support for projects and the effective running of Ribble Rivers Trust.
Reports to:	Head of Core Services
Location:	Clitheroe
Hours:	37.5 hours per week (part-time considered, minimum 25 hours per week)
Salary:	£25,500 (pro rata)
Contract:	Fixed term 18 months with possibility of extension

Ribble Rivers Trust (RRT) is a regional charity set up to conserve the Ribble Catchment, particularly its rivers, brooks, becks, and streams. Over the last 10 years, RRT has developed and grown into a sector leading organisation, known for getting things done, strong partnership working and a collaborative approach.

We have 5 teams, each with a particular focus (Data and Evidence, Land Management, People and Learning, River Conservation and Core Services), and each full of enthusiastic professionals with diverse skills and experience. The teams work closely on collaborative and integrated projects to improve, protect and create a mosaic of habitats and land uses that will lead to a healthy riverine environment. This is underpinned by a science driven approach that deliver multiple benefits for wildlife and people.

The Trust also works collaboratively and in partnership with a range of organisations such as the Environment Agency, United Utilities, Jamie's Farm, Woodland Trust, Lancashire Wildlife Trust, Yorkshire Dales Millennium Trust, The Forest of Bowland AONB, Local Authorities and others.

With Support from Defra's Species Survival Fund we are launching a new programme of river improvement projects called 'Ribble Revival: Room for Rivers'. This programme has significant amounts of on the ground habitat conservation activities, with most having elements of volunteering and community engagement. These activities include; tree planting, woodland maintenance, fencing, wetland creation, and Fish Passage, to name a few. The programme seeks to put local communities at the heart of the projects, involving them in design, monitoring and delivery.

As such, we are looking to recruit a competent and enthusiastic person who will be joining a creative and dedicated organisation. This person will have knowledge of providing administrative support to a multi-disciplinary team. The successful candidate will have an interest in rivers and conservation, and be able to demonstrate their desire to work in a mission focused organisation that is making a difference in the world.

Duties will include:

- Attending meetings and conferences and taking notes and minutes
- Processing Purchase Orders and Invoices
- Uploading grant claim evidence and reports and working with colleagues to ensure information is provided in a timely manner
- Data entry
- Maintaining paper and electronic filing systems
- Supporting publicity and communication activities to grow the awareness of the Trust and our projects
- Assisting colleagues organising and attending events
- Working with others to update records, for example IT, phone and equipment records
- Maintaining a record of volunteers, their contact details and hours volunteered
- Communicating with colleagues to identify volunteer opportunities within our programmes of work
- Compiling and distributing a monthly bulletin for volunteers and deal with incoming enquiries
- Arranging tailored volunteer days and work experience placements with colleagues
- Organising room bookings and catering for meetings and events
- Providing reception duties when required, with an ability to communicate clearly and effectively. This includes:
 - answering the telephone,
 - dealing with email enquiries
 - greeting visitors
 - incoming/outgoing mail and taking receipt of deliveries
- Other activities as reasonably requested

Person Specification

The successful candidate will be able to demonstrate that they are self-motivated and able to provide an efficient, professional service that supports the wider work of the Trust. They must be a good communicator with an interest in the environmental sector and passionate about engaging the public and involving volunteers in our work.

Essential

- Educated to A-level or other equivalent qualification or demonstrable experience
- Experience of providing administrative support including handling of Purchase Orders, Invoices, and reporting.
- Excellent verbal and written communication skills
- Good interpersonal skills to work with other teams and outside organisations
- Excellent organisation / admin skills and exceptional attention to detail –
 - Good IT skills including comprehensive experience of Microsoft Office
 - Skills and experience in maintaining a filing system
 - Keeping records of work undertaken
 - Keeping records of expenses incurred
 - An understanding of budgets and organizational finances
 - Awareness of the need for confidentiality
- The ability to work on the different tasks and projects at the same time – managing time and prioritising tasks effectively
- The ability to work in a fast paced, sometimes unstructured environment and respond well to a changing workload
- The ability to work under pressure to meet deadlines
- Prepared to undergo training to undertake other responsibilities.

Desirable

- Knowledge of the Ribble, Calder, Darwen, Hodder and Douglas rivers and the areas of Lancashire and North Yorkshire in which we operate
- Understanding of environmental issues, preferably river and catchment management and interested to learn more
- Have delivered charity or specific project administration support previously

Some of the benefits of working for Ribble Rivers Trust

- The post holder will be based in a hybrid working environment, based a minimum of 3 days a week at RRT's offices in Clitheroe (Tuesday to Thursday), with the option to work 2 days a week from home (Monday and Friday) subject to operational requirements and contracted hours.
- The Trust operate core hours of 10:00 – 16:00, and remaining contracted hours can be undertaken flexibly, as well as a TOIL policy where extended working is required. Additional flexibility may be considered subject to operational requirements and contracted hours.
- Following the probationary period, we offer entry into our Stakeholder Pension Scheme.
- 25 days annual leave (plus bank holidays), rising by 1 day for each years' service to a maximum of 30 days total.
- Opportunities for growth and learning through internal and external training, as well as opportunities to try different roles and responsibilities, supporting professional development.
- 45p per mile for work travel from place of work to site, claimed through expenses.
- Potential for relocation expenses for the right candidate.
- Regular team away days, and social activities.