

Job title: Administrator	Hours per week: 30
Responsible to: Team Leader	Salary: £15,040, (£18,800 - FTE) plus pension

The Administrator will support the rest of the team in all administration related to the project including financial activities, group paperwork and construction administration. This is a key role to be fulfilled by an experienced and creative person who can manage multiple tasks effectively. The person for this position will also need to be empathetic, patient and open-minded to support the diverse needs of our groups of young people and their referral agencies.

Organisationally we embrace new digital technologies and we are looking for a person who is experienced and competent at using cloud based systems, emerging (and sometimes complex) software – and making it accessible to the rest of the team, where appropriate. We also expect the Administrator to be experienced in using social media.

Being the person who will often be the first point of contact for the project, the role requires someone who fully embraces the vision of the project and supports the needs of both the young people and the rest of the team.

The Administrator may also be required to provide administrative support to the board of directors.

Additional training

We are prepared to provide additional training for the right applicant to supplement their existing skill set, if required.

Additional hours

This 4 day a week position may have scope for additional hours at the project progresses and will be something we would discuss collaboratively with the post holder.

Contract duration: this is a 5 year project, however, we are confident this approach will result in a much longer career opportunity at Down to Earth as our social enterprise continues to grow and we scale this transformative approach across the UK.

Working hours and location: our normal working day is 8.30am to 4.30pm, Monday to Friday, though we understand this may need to be flexible based on the current build demands. The position will be located at our new training centre on the Gower peninsula, near Cilibion, Llanrhidian, Swansea SA3 1ED. It's a beautiful building and demonstrates the potential of what this project can achieve. The entire team will be based at that new venue. Due to the relatively remote location and multiple venues (we have another venue on south Gower), you'll need to be driver and have access to your own vehicle for the role.

Outline roles and responsibilities:

- Supporting the project team with all administrative tasks relating to the delivery of the project
- Project budget spreadsheet maintenance and financial tasks
- Liaison with Finance Officer for other financial and HR tasks including invoicing, pay roll etc.
- Procurement of project equipment/materials and stock control
- Coordinating staffing and bookings for groups
- Tracking and data entry of participant monitoring information
- Agored Cymru (awarding body for accreditation) related administration
- Support of general site maintenance, logistics and other team tasks.

Person specification

Essentials: to be suitable for this position you'll need to show us you have the following experience...

- Extensive and demonstrable experience in managing diverse administrative tasks
- Excellent organisational skills
- A passion for sustainability/equality and the interwoven benefits it brings to people, the environment and the economy
- Proven planning and time management abilities
- Excellent communication and inter-personal skills
- Creative, systems thinking with an ability to turn ideas into reality
- Track record in using a range of digital platforms including emerging cloud systems and social media

Essential qualifications

- Up to date qualifications in use of appropriate software for the role
- Fully qualified driver

Desirable:

- Experience in using CRM systems
- Experience in website maintenance and on-line booking systems
- Trainee accountant
- Outdoor qualification such as BELA/ML/Forest School Leader, or similar
- Welsh speaker