

# Administrator



Recruitment pack - Mar 2023

**Employer:** Avon Needs Trees

**Reporting to:** Deputy Director

**Contract term:** Fixed-term contract, initially for 12 months

**Salary:** £20,000 pro rata (£12,000 actual, based on 0.6 FTE/three days a week), with 3% employer pension contribution

**Location:** Flexible working between home, central Bristol with travel across our catchment area

**Application deadline:** Wednesday 5th April 2023 at noon

**Interview date:** Week commencing 10th April 2023

**Start date:** As soon as possible

## Avon Needs Trees

ANT was founded in 2019 to tackle the climate and ecological emergencies by doubling woodland coverage in Bristol-Avon river catchment region. We do this by fundraising to purchase land to create new, permanent woodlands. In 2023 we started planting our third and fourth new woodlands since 2020 including the Great Avon Wood, the biggest woodland creation project on record in the West of England.

## Job Purpose

You will join Avon Needs Trees at an exciting stage in our development, having recently expanded our impact and operations significantly. You will help ANT through this period of change and growth with a varied role supporting both the Great Avon Wood project and the charity generally.

With a flexible, positive can-do attitude you will help ensure the administrative smooth-running of the organisation to help us in our mission to double woodland coverage in our region.

Ideally you would be available to work from our Bristol office on Monday and/or Wednesday afternoons, and be able to work remotely on Fridays, but this can be discussed.

The role requires occasional evening and weekend working.

## Job Description

This section forms your possible job description. In practice these responsibilities will be shared with another member of staff based on your skills and experience. This wider list of tasks is listed below but we do not expect applicants to have experience in all these areas:

- Being the first point of contact with ANT for the general public, by phone, email, post and social media, and allocating enquiries to our team.
- Leading on ensuring the administrative smooth-running of the charity, supporting the team in a number of agreed areas.
- Supporting the Great Avon Wood Project Manager with the governance of the project including arranging Project Management Board and Partnership Board meetings and taking minutes and assisting with funder documentation.
- Supporting the work of the Board of Trustees.
- Supporting the Deputy Director with HR functions, including recruitment.
- Supporting the Finance Officer and Communications & Governance Officer with making payments where required.
- Research and gathering information for reports.
- Filing documentation on our online filing system.

## Person Specification

Essential/desirable	Specification
Essential	Commitment to addressing the ecological and climate emergencies and the conservation of heritage
	Educated to GCSE level (including English Language/Maths) or equivalent. The post holder should have competent IT skills
	Good communication skills (in person, by phone and in writing) and an ability to relate to the public, volunteers, partners, stakeholders and staff at all levels
	Strong administration skills
	Ability to write formal reports and analyse monitoring and evaluation information
	A results-driven approach and the ability to work proactively on own initiative
	A flexible, positive and can-do attitude
	A suitable home-working environment
Desirable	Knowledge of data protection and GDPR
	Experience of finance administration
	Working knowledge of social media
	Experience of committee meetings and taking minutes
	Web-based research skills

## How to apply

**Application deadline:** Wednesday 5th April 2023 at noon

**Interview date:** Week commencing 10th April 2023

Complete a copy of the [job application form](#) and email this, along with your interview availability, to: [contact@avonneedstreets.org.uk](mailto:contact@avonneedstreets.org.uk)

Please include the job title “Administrator” in the subject line of your email, and submit by the deadline above.

## Our commitment to equality and equity

We would be grateful if you could also complete a copy of our [equal opportunities monitoring form](#) and send it alongside your application. This is used for internally monitoring the diversity of applicants to our roles. Your answers will not be connected with your application, or seen by anyone involved in the decision-making process.

Your application will have all personal details redacted before being assessed by our short-listing panel.

As a Disability Confident employer, we will offer an interview to disabled candidates who meet the essential criteria for the role.

To address any diversity gaps in our team we will also offer an interview to candidates who meet the essential criteria and are from under-represented groups. At this time this applies to those from Black, Asian and minority ethnic groups.

*Avon Needs Trees is a Living Wage and Disability Confident accredited employer, and a supporter of the West of England Good Employment Charter. We especially welcome applications from under-represented groups.*

