

Lawrence Weston Community Farm

Job Description for Administrator

Job title:	Administrator
Accountable to:	Farm Manager
Salary:	£21,000 pro rata (FTE)
Hours Per week:	21hours (3 days per week)
Annual Leave:	21 days including Bank Holidays
Location:	Lawrence Weston Community Farm, Saltmarsh Drive, Lawrence Weston, Bristol, BS11 0NF.

Main purpose of the job

To provide administrative support to the Farm Manager and Trustees and to facilitate the smooth and efficient running of the Farm's administrative, publicity and personnel procedures. To support the Farm Manager and Trustees in the development of new initiatives and projects.

Duties and responsibilities

Administration

- Record details of all income and expenditure, pay invoices, bank incoming cash and cheques.
- Prepare and send salary information to payroll provider.
- Assist with project monitoring and evaluation, including the collation of feedback and the preparation of reports for the Trustees and funders.
- Be the first point of contact for and manage room bookings, ensure rooms are ready for use and cleared up afterwards.
- Word processing and distribution of reports, minutes and correspondence as required.
- All aspects of the farm's publicity including social media, Mail Chimp and the website. Support the development of new social media platforms including the upgrading of the farm's website.
- Maintain adequate stock levels of cleaning, office and general supplies and helping to ensure that the farm is a welcoming and safe space.
- Facilitate the Farm's AGM including recording and producing minutes of meetings, mail out Trustee Board agendas and associated papers.
- Assist the Farm Manager to set up meetings as required.

- Manage bookings for training courses and other events.
- Keep First Aid records and maintain First Aid box supplies.
- Manage the farms membership system.
- Update existing and develop new policies as and when required
- Ensure Health and Safety records are up to date including COSHH information sheets etc.
- Knowledge of GDPR and discretion handling highly confidential information.

Personnel

- Advertise vacant posts as required and administer the recruitment process.
- Manage and keep personnel records up to date including contracts, holiday and sickness records
- Maintain records of staff training undertaken and collate course evaluation forms.
- Provide HR support and assist the Farm Manager and Trustees.

General

- Support the Farm Manager and Trustees with the development of new initiatives and projects; including undertaking research, community consultation and liaising with existing and potential partner organisations.
- Undertake administration relating to funded programmes of work, contracts and training
- Undertake and support the development of monitoring, evaluation & evidence collecting systems
- Work within and promote the aims and objectives of the Farm, and present a positive image of the Farm to the public.
- Abide at all times by the Farm's policies including its Equal Opportunities, Health and Safety, Environmental and Confidentiality policies.
- Attend staff meetings and supervision sessions as required.
- Carry out any other duties commensurate with the responsibilities of this post as required which, as part of a small team operating a community farm, will include some cleaning duties and very occasionally helping with the livestock.

