

Lawrence Weston Community Farm
Person Specification for Administrator

Essential

- At least two years experience in an administrative role,
- High standard of general education.
- Using, updating, managing and developing basic office systems, both electronic and manual.
- High standard of general office IT skills, including word processing, use of spreadsheets, emails and data bases.
- Excellent organisational skills and time management and the ability to manage and prioritise a fluctuating workload whilst coping with interruptions and changes
- Ability to keep accurate records and use / manage both manual and electronic filing systems.
- Ability to produce written work to a high standard, including correspondence to individuals and organisations and internal and external reports.
- Excellent verbal and written communication skills.
- Experience of processing information for monthly payroll
- Understanding of good practice when recruiting staff, issues relating to equalities, confidentiality and safeguarding
- Understanding of policy development
- Experience of handling petty cash, cheques, processing invoices, paying bills and keeping records of financial transactions.
- Keeping and updating personnel records such as contracts, salary, annual leave, training, and sickness records.
- Experience of handling with enquiries from the public and organisations. For example, room bookings and providing information about training courses

- Ability to work independently, as part of a team, undertake light lifting and physical tasks.
- Commitment to the farm's overall aims and objectives and working as part of a team for the benefit of the local community
- Commitment to equalities.
- Willingness to attending appropriate training.
- Must be legally entitled to work in the UK and will be required to undergo a DBS check

Desirable

- Understanding of the issues that face voluntary and community sector organisations, such as Community Farms, including meeting the needs of local communities, working with volunteers, funding, monitoring, evaluation, policy development and building relationships with key supporters and stakeholders.
- Experience of working within the community and voluntary sector in an open access setting and enthusiasm for the work of the community farm.
- Experience of undertaking community consultation, monitoring and evaluation