**Job Description**

**Job Title:** Site & Office Administrator

**Responsible To:** Finance Officer

**Responsible For:** Supporting the smooth running of the farm site and office by dealing with enquiries, providing admin and communications support, and overseeing site maintenance.

**Salary/Pay Scale:** SCP 15 **£8,536** per annum (£17,072 pro rata)

**Hours:** 18.5 hours a week – flexible working can be agreed but post holder must be available for some hours on Tuesdays and Thursdays when the site is open to the public.

Post is fixed term until 31 March 2019.

**Annual Leave:**  28 days p.a. plus statutory Bank Holidays pro rata .

**Main Duties:**

**Site**

* To co-ordinate routine and none routine site maintenance tasks e.g. PAT testing, fire alarm testing, arranging for repairs. (Following existing routines/ procedures with training given.)
* To assist with greeting visitors and monitoring visitor/ participant numbers.

* To assist in ensuring compliance with health and safety standards – carrying out site checks and ensuring the site is tidy and safe. (Following existing routines/ procedures with training given.)
* To identify site issues and resolve them – either yourself or working with others e.g. ensuring rooms and outdoor areas are tidy, cordoning off hazards (e.g. slippy paths)
* To order cleaning materials, stationery, animal feed and other supplies.
* To administer occasional site bookings by external groups, including giving site inductions and ensuring rooms are set up as needed.

**Office**

* To be the first point of contact for enquiries by phone, email and in person from members of the public and other organisations.
* To administer DBS checks for staff and volunteers.
* To provide office admin support for training courses and other activities.
* To support the implementation of GDPR regulations by monitoring, and destroying (when required) personal data held by the Farm and helping to ensure farm records and data are recorded and stored correctly.
* To carry out office filing and archiving of old records.
* To administer meetings and events including Trustee meetings and the Farm AGM e.g. finding dates, confirming attendance, sending out agendas.
* To work with and support Admin volunteers as required.
* To fulfil any other realistic administrative requests from your line manager.

**Communications and Fundraising**

* To support communications by updating web pages, social media and Farm notice boards with farm news and events.
* To assist in researching and preparing small funding applications and fundraising campaigns.

## General Duties:

* To attend staff meetings and take part in any necessary training.
* To ensure that working practices are in accordance with the Farm’s Health and Safety, Child Protection and Protection of Vulnerable Adults, data protection, and equality and diversity policies.

**Other requirements:**

* The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service check.
* A three month probationary period applies to this post.

**NB**: Review date/ right to vary. This job description is as currently applies, but it will be reviewed as required and maybe subject to variation. The post holder may be required to undertake other tasks that can reasonably be assigned, which are within their capability and grade.

**Person Specification**

**Job Title:** Site & Office Administrator

**Essential experience, skills and abilities:**

* Experience of customer service or communicating with members of the public, and external organisations in a professional manner.
* Excellent organisational, and administration skills.
* Experience of resolving issues proactively ensuring safety is a priority and work is completed.
* Good IT skills and ability to use MS Office applications, email, website content management systems, and databases.
* Ability to communicate clearly verbally and in writing, and to work with people with a wide range of backgrounds and abilities.
* Ability to work methodically with attention to detail.
* Ability to work on your own initiative and manage your own time.
* Good general education to GCSE level A-C or equivalent.

**Desirable experience, skills and abilities:**

* Experience of working in an office or site environment.
* Experience of working in a community or voluntary sector setting.
* Experience of arranging repairs and basic maintenance.
* Experience of updating web content, using social media or producing communications for a community audience.
* Experience of fundraising.
* Knowledge of health & safety procedures.
* Knowledge of Welsh Language.
* Willingness to learn new skills and use new technologies.
* Interest in community wellbeing and the environment