

Ecodyfi job description: Administrator

**Job Title**: Administrator

**Reporting Lines:** To the ecodyfi Manager. Also to the Treasurer as required.

**Hours of Work:** 10-15 hours per week. Ideally these would be spread over three or more days, with some flexibility from week to week to meet work requirements. Most hours will be worked between 9.30 and 5pm Monday to Friday but there may be occasional evening or weekend meetings, for which the salary is all-inclusive.

**Length of Contract:** Twelve months initially, subject to satisfactory review of progress after three months of employment.

**Salary:** £9-10/h. depending on skills and experience, so up to £19,240 p.a. pro rata

**Job Purpose:** To support ecodyfi’s Manager, communications and activities. This post has been for 10 hours a week previously. We would like to increase the hours so that the post-holder can take more responsibility for areas of work, especially communications.

**Key Responsibilities:**

* Office and information management
* Simple financial administration
* Scheduling and supporting meetings & events
* Communications

**Illustrative tasks:**

* Office administration including procuring services & equipment
* Filing and other administrative systems
* Clerical services including using internet banking
* Phone answering
* Company administration
* Health & safety
* Arranging meetings and taking minutes
* Communication with members
* Production of newsletters and leaflets
* Routine updating of websites and social media
* Translation of informal text from English to Welsh e.g. for social media posts

# PERSON SPECIFICATION

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| --- | --- | --- |
| **Personal qualities:** | Essential | Desirable |
| Self-motivated and enthusiastic | ✓ |  |
| Great attention to detail, thorough and methodical | ✓ |  |
| Team player | ✓ |  |
| Willing to show initiative | ✓ |  |
| **Experience:** | Essential | Desirable |
| Experience of administrative or personal assistant roles |  | ✓ |
| Experience of desk top publishing, updating websites and social media |  | ✓ |
| **Skills & knowledge:** | Essential | Desirable |
| Good interpersonal and communication skills, both orally and in writing | ✓ |  |
| Competent and confident with IT, including Microsoft applications such as Word and Excel | ✓ |  |
| Excellent organisational skills and ability to multi-task | ✓ |  |
| Ability to work and communicate in Welsh and English | ✓ |  |
| Knowledge of the Dyfi Biosphere area and its communities |  | ✓ |
| Understanding of, and commitment to, sustainability |  | ✓ |
| **Qualifications:** | Essential | Desirable |
| A relevant qualification |  | ✓ |
| **Other attributes:** | Essential | Desirable |
| Willingness to undertake training | ✓ |  |