## Office Administrator

## OVERALL PURPOSE OF JOB

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1. The post will be appointed as Office Administrator for the NBN Trust and will:
   1. Manage the office administration
   2. Manage the HR and staff administration
   3. Manage the office premises
   4. Assist in the running of the Trust
2. Assist in management of information for the decision-making processes for the National Biodiversity Network Trust

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## MAIN RESPONSIBILITIES

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1) HR and Office Management

1. To manage the running of the Secretariat office which will involve ordering stationery, managing maintenance requests, liaising with the landlord, dealing with health and safety matters such as keeping staff policies, risk assessments and fire checklists up to date.
2. To ensure that all staff policies and procedures are kept up to date with new legislation, to annual review these and ensure all staff are aware and complying with guidelines.
3. To prepare annual leave sheets including working out allowances
4. Support on the request for internal and external audits and respond to any actions such as updating systems and staff policy and guidance documents

2) Meeting support

1. To prepare and circulate any relevant papers for the Board of Trustees, Finance and Management Committee and Stakeholder groups.
2. Lead on arranging meetings such as Trustee, Stakeholder, workshops, staff to include arranging dates, venue, catering, accommodation and travel and invitations.
3. Be prepared on occasion to attend and minute the meetings used by the NBN Trust to co-ordinate its business.
4. To assist projects contributing to the Network, under the direction of their project managers, by undertaking tasks such as drafting contracts, organising consultations, preparing for meetings, collating and summarising information.
5. To manage the documents produced by the NBN Trust, including committee papers, project documentation, and literature aimed at different interest groups, and policy papers releasing documents to participants and others taking into account the sensitivity of the information.
6. To organise consultation within the NBN Trust by sending out documents for comment, collating responses and summarising comments.
7. Legal obligations
8. To manage all insurance policies for the Trust such as Professional Indemnity, Office Insurance and Personal Accident and ensure these are renewed each year at the best cost
9. Assist with compliance of General Data Protection Regulations
10. Communications
11. To Issue membership renewal reminders when required and within specified time periods
12. To assist with monitoring of support inbox and managing queries and responding as required
13. To assist with bookings and communications relating to NBN Conference
14. To assist other staff members with social media posts when required to promote the NBN, its members and events
15. To develop knowledge of internet based tools eg Google Ads to enhance use of resource by the NBN Trust

5) Technical support

1. To keep the NBN website up to date with Board of Trustee papers and associated documentation
2. To keep the NBN website up to date with events listing and details on different recording schemes
3. To lead on ensuring the contact management system is kept up to date
4. To support the team with updating membership pages / data provider pages on NBN managed websites
5. To support the team with development of NBN managed websites
6. To lead on the administration relating to memberships including management of the database and associated administration such as e-newsletter signs ups

Reports to

* Finance and Business Officer

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| JOB SPECIFICATION |

1. **Management and supervision**

Assist the work of the Finance and Business Officer, Communications Officers and Project Officers along with the Chief Executive, Treasurer and the Chairman of the Board, line managed by the Finance and Business Officer.

1. **Accountability and Resources**

* Ensuring the smooth running of the NBN Secretariat office
* Responsible for ensuring that correct insurance policies are in place and renewed as required
* Ensure that meeting papers are circulated on time in line with the Trust Articles

1. **Job Impact**

Essential role for the effective and efficient business and office support of the NBN Trust. Success in this role will result in the efficient use of resources resulting in good value for money for NBN Trust members and funders

1. **Independence and Judgement**

Undertake a mixture of complex, technical and professional tasks on a daily basis in a diverse range of work situations, with a degree of responsibility, judgement and autonomy.

1. **Creativity and Innovation**

Frequent need to work proactively during both routine and project based tasks. A substantial level of creativity and innovative thinking is required throughout. Approximately 50% of time is allocated to routine tasks

1. **People and Contacts**

Liaise regularly with a wide range of contacts. These include:

* Chief Executive of the NBN Trust
* Chairman, Treasurer and Trustees of the NBN Trust, Finance and Management Committee, Steering Groups and Project Managers on a regular basis
* Staff and officers from statutory agencies, local authorities, voluntary bodies and a wide range of other bodies when required
* Addressing small audiences when required
* Committee and “task team” work, with or without other specialists
* External contractors for office maintenance

1. **Working conditions**

In order for the organisation to work effectively the post holder may be required to assist with other areas of work and therefore, should be prepared to undertake other duties appropriate to the post, as delegated by the line manager.

Flexi-time is applicable to this post and hours will be agreed with the Line Manager. The successful candidate should ideally be available to work on Fridays.

Travel occasionally (e.g. to attend the NBN Conference or Board meetings) within the UK will be required. This may involve long working days, unsociable hours and overnight stays.

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| PERSON SPECIFICATION |

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| **JOB TITLE** | Office Administrator for the NBN Trust |
| **FUNCTION** | National Biodiversity Network |

This section details the experience, skills, knowledge and personal qualities required for the post.

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## Area A EXPERIENCE

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* Substantial experience of office administration
* Substantial experience of networking processes (e.g. sharing information, seeking consensus)
* Experience of handling and disseminating information
* Experience of organising events and meetings
* Experience of working under own initiative

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## Area B KNOWLEDGE

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* Knowledge of nature conservation and the bodies involved is an advantage
* Knowledge of office software products and CMS systems
* Knowledge of HR requirements and office management
* Knowledge of health and safety relating to office management desirable
* Knowledge of website management desirable

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## Area C SKILLS

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* Use a range of IT tools effectively, including: word processing, spreadsheets, web design, databases and communications, social media
* Research, analyse and interpret information
* Numerate
* Collate, summarise, interpret and present financial information
* Organise and prioritise workloads
* Work co-operatively as part of a team

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## Area D PERSONAL QUALITIES

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* ability to work effectively under pressure
* ability to maintain enthusiasm and, self-motivation and work well on their own initiative
* ability to work in a team