

# People, Ponds and Water Project Administrator

## Position

---

**Contract:** 3-years, Full-time.

**Location:** Oxford based.

**Salary:** £18,000 - £20,000 p/a, depending on experience.

**Responsible to:** People, Ponds and Water Project Coordinator / Office Manager.

## Background

---

Freshwater Habitats Trust is a friendly, well respected, conservation charity that works to protect UK and European freshwater wildlife through practical, evidence-based and effective nature conservation projects.

Starting in January 2015 we are undertaking a major three-year project, '*People, Ponds and Water*', funded by HLF. The project, which covers England and Wales, will work with people to make a national difference to freshwater biodiversity protection by:

- Supporting local people to manage the most important ponds and pond landscapes in England and Wales,
- Creating a new national freshwater network to collect essential monitoring information on important ponds and endangered species,
- Raising awareness of the critical importance of clean water for protecting all freshwater biodiversity by enabling people to use quick kits to survey nutrient levels across all water body types.

## Role

---

The aim of the People, Ponds and Water Administrator is to support the National Coordinator and Regional Project Officers, helping to deliver the project's biodiversity and people-based targets, delivering the project objectives in a timely fashion.

### Key responsibilities

The post holder will:

- Deliver effective project administration and support to team members, acting as the project hub.
- Be responsible for organising nutrient kit distribution.
- Liaise with colleagues and others to collect and collate volunteer data.
- Source and purchase materials and equipment.
- Provide support for designing and formatting guides, leaflets, talks etc. including sourcing photos.
- Organise and undertake simple collation and analysis of volunteer questionnaire data.
- Act as first point of contact for the project, dealing with and redirecting inquiries as required.

- Support volunteer recruitment.
- Manage bookings for training courses.
- Provide logistical help to organise Flagship community events.
- Re-format documents translated into Welsh.
- Support Freshwater Habitats Trust's communications and fundraising managers in sourcing project information for publicity, advocacy and fundraising purposes.
- Proof documents and upload materials to the web site and administer relevant sections of the website
- Coordinate project social media (Facebook, twitter etc) collating updates and information from project officers.
- Organise the advisory panel.
- Support the Office Manager in processing project finances.
- Undertake other duties as the senior management team may from time to time require.

### **Additional general responsibilities for the post holder**

- Help to build a positive relationship between Freshwater Habitats Trust and its partners.
- Work closely and constructively with your manager in all areas of your responsibility.

## **Competencies**

---

### **Qualifications**

- At least 5 grade A-C GCSEs, including Maths and English, or equivalent.

### **Knowledge and experience**

- At least 3 year's previous experience of administration, preferably in the charity sector.
- Proven excellent administration and organisational skills.
- Competent data management skills.
- Computer literate: Word, Excel, database use and management, website tools.
- Proven ability to communicate effectively and persuasively, familiarity with using social media as a business tool.
- General interest in wildlife conservation.

### **Personal qualities**

- Ability to manage workload and competing priorities effectively and meet internal deadlines through effective forward planning.
- Good verbal and written communication skills.
- Good interpersonal skills - approachable, professional and courteous.
- Attention to detail and able to deliver on time.
- Ability to work independently and as part of a team.