



Nene Park



ADMIN OFFICER RECRUITMENT PACK

People Team	You will join our newly formed 'People Team', led by our Head of People and including our Executive Officer and People Officer.
Location	This role is based at our head office in Ferry Meadows – Ham Farm House, Ham Lane, Peterborough, PE2 5UU. With the opportunity of occasional working from home.
Working Hours	This is a full-time, permanent position, working 37.5 hours a week. Hybrid working options are available provided office cover is in place.
Salary	£22,246 - £24,024, subject to experience. All of our salaries are externally benchmarked.

Hello from the CEO

Thank you for the interest you have shown in the post of Admin Officer at Nene Park Trust.

This is an important role that sits right at the centre of our organisation and provides a wide range of administrative and office related support to our various teams.

Nene Park Trust is the registered charity which looks after Nene Park in its entirety. Established in 1988 to ensure that the Park would be managed and protected forever, the Trust looks after all maintenance, coordination of the Park's activity programme and administration of commercial properties in the Park.

Our vision is to be the region's favourite park, providing a permanent haven for heritage and wildlife and a wide choice of recreational activities for the people of Peterborough and the wider community.

Our plans are big and bold! This is an exciting time for Nene Park Trust. In 2017, we worked with partners and communities in Peterborough to develop an ambitious Nene Park Master Plan. This Plan demonstrates how we are addressing a wide range of challenges and opportunities for the Park and the communities it serves. The Plan links to our ten-year Business Strategy 'Doing More with More', which accordingly informs our five-year Business and Action Plan for the Trust. Both our Master plan and strategy are available to read on our website at www.nenepark.org.uk/strategy-and-policies.

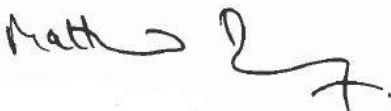
Our inclusive recruitment promise

We believe that opportunities are born from diversity. Each individual that is employed by the Trust brings their own perspective through their unique life and work experience that may go beyond the details included in our job descriptions and recruitment packs. That's why we value and welcome applications from diverse groups in terms of race, religion, gender, sexual orientation, age or disability. If this role, and the work that we deliver, excites you, and if you think you would be a great fit, then we would love to hear from you!

Our recruitment process is designed to be inclusive. As such, we have adopted a range of inclusive working practices including anonymised application scoring and ensuring we have diverse interview panels. We understand that there are many barriers when it comes to applying for jobs and if you feel there is anything preventing you from applying for this one, whether that be disability, money, internet access, childcare arrangements or anything else, please get in touch so we can support you through the application process.

In this pack you will find more information about this position and how to apply if you're interested. I wish you success with your application.

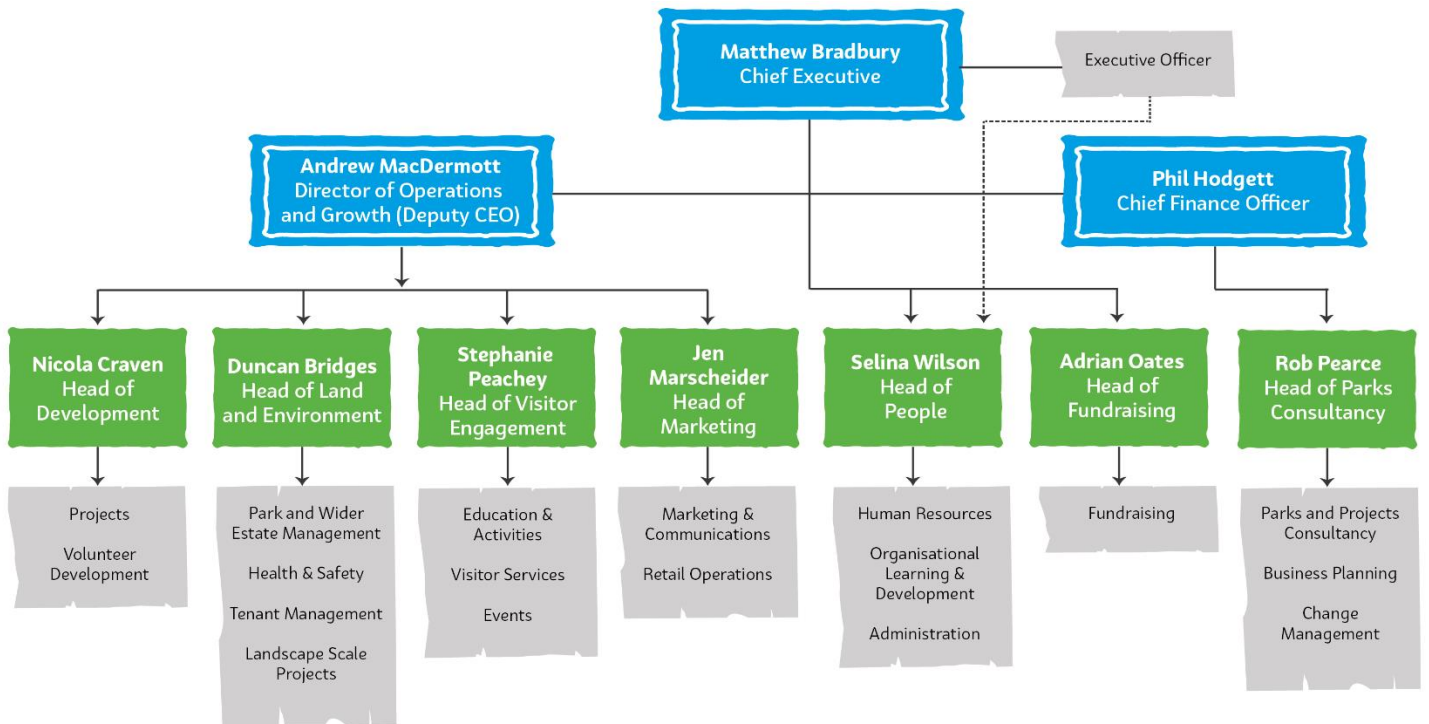
Yours faithfully,



Matthew Bradbury
Chief Executive



The Trust



The role

Admin Officer

You will play a key supporting role to the People Officer, taking pride in ensuring the Trust's head office is organised, inviting and a welcoming space for both employees and visitors. You will take responsibility for providing a well-stocked office by ordering and managing stationary, consumables and uniform.

With a proactive and organised mind-set, you will form part of a team that delivers outstanding support across the organisation, acting as the first port of call for office, human resource and recruitment queries and working with the wider team to develop learning and development, engagement and culture initiatives.

Your skills and experience

Ability to work as part of team – You will need to work closely with the wider People Team to ensure consistent office cover, Monday – Friday, 9am-5pm.

Proactive, problem solving approach - You will be the first port of call for employees with office, human resource and recruitment queries. You will be able to go above and beyond to respond to questions, provide support and find solutions to challenges.

Highly organised and proactive – All of this will require you to be highly organised and efficient in everything you do, delivering your role in a supportive, proactive and approachable manner.

Job description

Job title:	Admin Officer
Reporting to:	People Officer
General purpose: With an organised and proactive mind set, you will play a key role in supporting the efficiency and capacity of the Nene Park Trust team by providing a wide range of administrative and office related support. This is a varied role that sits at the centre of our organisation and covers a range of duties including supporting the People Manager with maintaining a welcoming head office, maintaining office stock, supporting with human resource and recruitment administration and supporting various departments with admin related duties.	
Key deliverables: <ul style="list-style-type: none">• To be the first point of contact at the Trust offices, welcoming office visitors and responding to their enquiries. Working with the wider People Team to ensure Monday – Friday, 9-5 cover office cover.• To respond to and/ or direct telephone enquiries and post in a helpful and timely manner – liaising with Trust staff, volunteers and external organisations as appropriate.• To support the People Officer with maintaining a safe, organised and welcoming office environment, ensuring the office is well stocked and presentable.• To provide effective administrative support to teams across the organisation, enabling them to deliver high standards of work.• To support the People Manager and Head of People with human resource and recruitment administration as required.• To take accurate minutes of meetings and action logs as required.• To assist with organising internal events for staff and volunteers.• To support the Trust's various working groups – contributing to the wider operation of the Trust.• To ensure compliance with office related health and safety and to take responsibility for your own health and safety and that of your team and colleagues.• To deliver other ad-hoc tasks as required.	

Job description

Personal Specification

Requirements – Experience:

- Experience of working in a busy office environment.
- Experience of providing varied administrative support to managers and small teams.

Requirements – Knowledge/ Skills:

- General education to minimum GCSE standard (grade C or above) including Maths and English.
- Excellent MS Office skills and confidence using new online databases and systems effectively.
- Well-developed verbal and written communication skills.

Requirements – Personal Characteristics:

- A positive and welcoming manner.
- A 'can do' pragmatic approach.
- Ability to respond to changing priorities.
- Able to take ownership of tasks, to work alone and use own initiative.
- Excellent attention to detail.
- Accurate, methodical and organised.
- Ability to work as an effective and fully contributing member of a busy multi-disciplinary team.
- An ability to work alone, use own initiative and be self-disciplined.
- Excellent interpersonal and communication skills effective in a variety of settings and with a wide range of people.

Why join us?

At Nene Park Trust, we recognise that the high level of service we deliver is dependent upon our excellent staff team and as such, we want to recognise employee's commitments to the Trust through an extensive rewards package. Here are just a few of the things we offer:

Pension Scheme - The Trust provides a generous pension scheme for those eligible. Exceeding the Government's minimum requirements, we contribute 10% of employees' gross salaries directly into their pension pots. An employee's minimum contribution level is 3%, though employees may choose to contribute more.

Employee Discounts and Free Parking - All employees are entitled to free parking at our sites as well as employee discount at our cafes, restaurants and shops.

Learning and Development - With plenty of learning and development opportunities available throughout the year, the Trust is keen to provide all employees with the skills and learning they need to successfully deliver their roles and develop their careers at the Trust.

Life Insurance - The Trust provides life insurance cover of five times annual salary in the event of death in service.

Health Care - The Trust provides access to its comprehensive health care plan with Westfield Health which includes a 24/7 doctors' advice line, cash back for a variety of services including optical and dental and numerous therapy treatments.

Health and Wellbeing - The Trust has a number of appointed Health and Wellbeing Champions, all of which are Mental Health First Aid trained, and implement and deliver a wide range of initiatives to support employee health and wellbeing throughout the year.

Additional Information

Nene Park Trust are proud to have Investors in People (IIP) Gold Level accreditation. This means that as a result of our leadership and management practices and the way in which we support, empower and encourage learning amongst our employees, we can proudly say that we are part of the top 2% of organisations that have reached IIP Gold status!

Notice Period Four weeks by either party after satisfactory completion of the probationary period.

Holidays The Trust provides a total of 33 days' annual leave (pro-rata for part-time staff), which includes Bank Holidays.



INVESTORS IN PEOPLE
We invest in people Gold



Applications

If you are interested in applying then please submit your application using the forms provided on our website: www.nenepark.org.uk/vacancies to the contact details below. Forms must be sent by 12pm on Monday 03 June. If you require a printed copy of an application form please contact us using the details below.

The information you provide in your form will be used to support the scoring process and will determine if you are successful for interview.

Our contact details

Nene Park Trust, Ham Farm House, Ham Lane, Peterborough PE2 5UU

T 01733 234193

E admin.team@neneparktrust.org.uk

Shortlisted applicants will be contacted by Tuesday 04 June and invited for interview on 13 June 2024. Interviews will be held at our head office: Ham Farm House, Ham Lane, Peterborough, PE2 5UU.

An offer will be made to the successful candidate shortly after the interview date. Candidates should note that any offer of employment made by Nene Park Trust will be subject to satisfactory written references. You must also be able to demonstrate that you have the right to work in the UK and that you have the qualifications listed in your application.

Nene Park Trust is committed to the safeguarding and welfare of its employees, volunteers and visitors. Our safeguarding policy is issued to all new staff as part of our induction process and has been created to ensure that all individuals coming into contact with the Trust are safe and free from harm and therefore, where appropriate, we ask our employees complete a Disclosure and Barring Service (DBS) check.

You are always advised not to resign from your present employment until any offer of employment has been confirmed.

Further Information

For an informal discussion about this role please contact our Head of People, Selina Wilson, on 01733 367571.

If you require any further information about our recruitment processes, or would like to discuss your access needs, such as wheelchair access or hearing support, please state this in your application form, or email admin.team@neneparktrust.org.uk and we will do our best to support you.