



Administrator (Maternity Cover)

We are looking for an Administrator to support our friendly team with day-to-day administrative tasks. Tasks will be varied and flexible depending on current need, some of which are included in the Job Description below. This position is a temporary role to cover a period of maternity leave.

The Forest of Avon Trust is the West of England's Community Forest, an independent charity and one of a national network of England's Community Forests. We are growing our work and impact through implementing the Forest of Avon Plan, delivering a multi-million pound tree planting programme 'Trees for Climate' as well as delivering many other projects in woodland management, creation, skills, health and wellbeing.

One-year fixed-term contract to cover maternity leave:

- Full-time (37.5 hours per week)
- Flexible working hours
- Office base in St Pauls, Bristol, with some homeworking optional
- Salary band £23,000 - 25,000 per annum pro rata with annual review
- Employee Pension Scheme
- Opportunity to play a key role in a friendly and successful team, supporting an exciting variety of projects.

Job Description

Working together with the Forest of Avon Trust CEO and our team you will:

- Arrange internal meetings and take minutes/list of actions for example team meetings, team training days.
- Organise quarterly board meetings, disseminate information to board members and take minutes.
- Manage a team calendar of critical dates such as insurance renewals, etc.
- Assist with general finance admin e.g. preparing invoices, making payments, receipts, bank forms and relaying information between the CFO, third parties and the rest of the team.
- Scan and email documents, send out letters, support filing and organising.
- Complete stationary and other supplier orders for the team, organise and book training, etc.
- Office management. including ordering IT equipment and liaising with the landlord and building manager.
- Support CEO and fundraiser in small grants administration.
- Support our communications team with event planning and volunteer support.
- Assist with gathering information for Trees for Climate reporting to Defra, e.g., planting agreements, hectares planted, site photos and maps, proofs of expenditure.
- Fielding initial enquiries, liaising with the Tree Officers on new sites, compiling Trees for Climate landowner agreements and processing claims at the end of the planting season.
- Arranging team wellbeing and social events.
- Recruitment and onboarding of new staff.
- Opportunities to get involved with tree-planting during the winter season, and Health & Wellbeing activities where appropriate.

Essential Criteria

To be evidenced through your experience, skills, qualifications and achievements:

- Administrative experience or equivalent skills.
- Good communication skills.
- Good organisational skills.
- The ability to complete a varied workload in a timely and proactive manner.
- Flexible with an eagerness to learn and develop efficient systems.
- Good understanding of Microsoft Office programs, including Outlook, Word, Excel and Teams.
- Accuracy and attention to detail, keeping data, plans and information in an organised way.
- A professional manner in representing the charity and its work.
- A commitment to the Forest of Avon Trust's goals and values.

We are pleased to be an equal opportunity employer and applications will be considered without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, veteran status or age. The Forest of Avon Trust is committed to safeguarding and promoting the welfare of vulnerable people and expects all members of staff to share this commitment.

Please send a CV and a written statement of your experience addressing the essential criteria above to jess.kirkby@forestofavontrust.org as soon as possible. Closing date: 5pm on Wednesday 7th August 2024.

Applications will be anonymised prior to shortlisting. Interviews will take place on Thursday 15th August.

For more information on the Forest of Avon Trust, please go to: www.forestofavontrust.org

For more information about the role, please contact **Jess Kirkby, current Administrator**, on jess.kirkby@forestofavontrust.org or **07393 948498**.