

# Job Description

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## 1. Identification of Job

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### Job Title

New National Forests (NNF) Project Administrator

### Function

Advocacy

### Responsible to

Head of Advocacy

### Responsible for

N/A

### Budgets Held

N/A

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## 2. Overall Purpose of Job

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To provide project administration and support for the three new national forests' central team. Key responsibilities include scheduling meetings, collating reports for meetings, taking meeting minutes, tracking actions and corresponding with a range of external partners.

The role will also support the New National Forests Project Manager on financial and performance management, external communications activity and the organisation of stakeholder events. This will involve liaison with the three delivery partners for each new national forest, the Defra policy team and specialists in other partner bodies.

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## 3. Main Responsibilities

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### Project Administration

- a) To provide administrative support for work on the three new national forests and related initiatives.
- b) To administer meetings, producing papers, taking minutes and tracking actions as required.
- c) To arrange internal and external meetings and events, including room set up and facilities management.
- d) To undertake diary management and travel arrangements for work on new national forests.
- e) To maintain relevant contact details on the CRM system for ongoing stakeholder management.
- f) To work with the NFC Finance Team to ensure that invoices are processed and recorded correctly.
- g) To maintain project files and circulate information to partners for work on the new national forests to maintain good communication.

### Project Support

- h) To support the NNF Project Manager in project management activities for the three new national forests.
- i) To support the New National Forest Project Manager on the collation and reporting of KPIs and financial information to meet funding requirements and compliance.

- j) To support communications activity for new national forests, working with the Marketing & Communications Manager, including contributions for press, website and social media.
- k) To support the management of queries and enquiries for new national forests, ensuring good customer service.
- l) To provide project and administration support as required to the Head of Advocacy and Head of Land Strategy and Research on new national forests and related initiatives.

### **Corporate development**

- m) To contribute to internal reports, briefings and presentations as required, including to Working Groups and internal groups.
- n) To contribute to team meetings, updates and cross-team working to support the smooth running of the new national forest work and wider organisational development.
- o) To undertake other relevant duties as directed by the Head of Advocacy, Head of Land Strategy & Research or Chief Executive.

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## 4. Benefits of working with the NFC

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### Salary

This is a full-time post of 37 hours per week on a fixed term to 31 March 2031. The successful candidate will be appointed within the EO Grade salary range of £30,385 to £31,795.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

- **Alpha:** This is a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is 28.97% of salary.
- **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

### Generous Annual Leave and Bank Holiday Allowance

We offer 30 days' annual leave and 10.5 days public and privilege holidays.

### Staff Bonuses

We offer end of year performance awards to our employees.

### Place of Work

The principal place of work will be at the National Forest Company's office in the heart of the National Forest at Canopy House, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation. This role fits the standard blended working framework that allows for up to 40% of time working for home. Travel to the new national forest locations may be required.

### Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC's work and our policies.

### Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

- **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
- **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
- **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
- **Discounts for gym membership**

### Time off in lieu

Due to the nature of the work some unsocial hours may be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

### Travel

The post-holder will often need to travel to sites over a rural location. Where the postholder has access to a vehicle for use on NFC business, mileage is reimbursed.

## 5. Person Specification

<b>Experiences and Qualifications</b>	<b>Essential (E) or Desirable (D)</b>
At least two years' work-based experience in a similar role	E
Proven experience of providing project administration to senior managers and / or complex projects	E
Experience of stakeholder management and communicating to external partners	E
Experience of working in a charity environment or public sector	D
GCSE Maths and English grade 4 or above.	E

<b>Knowledge</b>	<b>Essential (E) or Desirable (D)</b>
Broad knowledge of office administration systems and principles	E
Knowledge, interest and understanding of environmental and social issues	D
Good knowledge of ICT systems, in particular Microsoft Office suite	E
Understanding of marketing and communications principles.	D

<b>Skills</b>	<b>Essential (E) or Desirable (D)</b>
Effective office administration skills, including financial management	E
Strong relationship management skills and customer care	E
Good inter-personal, written and oral communication skills	E
Well organised with attention to detail	E

<b>Personal Qualities and Behaviours</b>	<b>Essential (E) or Desirable (D)</b>
Flexible and positive outlook	E
Ability to work individually and as part of a team	E
Enthusiasm, self-motivation and initiative	E
Commitment to environmental issues	E
An understanding of the importance of Equality, Diversity & Inclusion	E