

JOB DESCRIPTION

Job title:	Administration Officer
Job location:	Anywhere in the UK or Ireland, with occasional travel. Home-based, with hybrid working possible in some locations.
Responsible to:	Fundraising and Engagement Manager
Responsibilities for people:	None
Hours:	5 days (37.5 hours) per week
Salary and pension:	£25,150 - £27,500 and a 4% pension contribution.
Contract:	Initially a 3-year fixed term contract. This will be reviewed and may be extended to a permanent contract as part of the BSBI staff review looking at the roles we need to deliver our Strategic Plan.
Probationary period:	6 months
Additional information:	See Working for BSBI and Benefits sections below

Background:

BSBI is the biggest and most active organisation devoted to the study of botany in Britain, Ireland, the Channel Islands and the Isle of Man. Thanks to our network of botanical leaders and recorders, we are one of the world's largest contributors of biological records: our data informs scientific research and underpins evidence-based conservation internationally.

The charity and our membership and activities have grown rapidly over the last five years through two rounds of strategic change. There is continued strong demand for our data, expertise and skills, creating opportunities to develop our projects and partnerships. We need excellent administration in place to ensure we are deploying our capacity and resources in the best way to support the Society and our members and to advance the understanding and appreciation of wild plants.

This role provides an excellent opportunity to work across the BSBI, supporting staff and volunteers in the smooth running of the Society, helping shape processes for a resilient future.

The post would suit an early career individual with an interest in botany/ecology who is keen to develop their skills and their network through a full-time post within the charitable sector.

Role Purpose:

To provide administrative support to BSBI's activities to ensure the smooth running of the Society, including support for daily enquiries, member activities, communications, governance and other tasks.

Main Responsibilities and Tasks:

1. To support BSBI events. Specific tasks to include:

- Creating online booking forms and links on behalf of staff and volunteers.
- Liaising with event leaders to assist in organisational matters.
- Updating webpages related to events.
- Monitoring bookings and responding to enquiries.
- Maintaining the list of upcoming events on the BSBI website.
- Assisting in the delivery of key BSBI events, including the British and Irish Botanical Conference.

2. To support the BSBI's Communications Officer in administering the BSBI's public profile.

Specific tasks to include:

- Answering basic enquiries and triaging more complex questions to the appropriate individual.
- Updating webpages.
- Compiling contributions to regular electronic mailings.
- Create and send group mailings on behalf of staff and Society groups.
- Maintaining mailing lists and data cleanliness.
- Undertaking basic membership database updates.

3. To support BSBI Committees and Governance. Specific tasks to include:

- Providing administrative assistance for the BSBI Forum meeting, Annual General Meeting and certain other online and in-person meetings, including calendar invites, meeting creation, distribution of papers, report coordination etc.
- Supporting committee Chairs, Secretaries and staff with volunteer recruitment tasks (posting of volunteer role profiles and managing applications).
- Assisting the CEO and Communications Officer with committee communications and reporting.
- Administering the centralised lists of Vice County Recorders and Referees.
- Assisting the CEO with updates to Society policies and procedures and sending reminders for implementation.
- Support the Nominations, Awards and Governance Committee, including creating certificates and updating details of awardees.
- Support certain Committee with grants administration

4. To support staff administration. Specific tasks to include:

- Team meeting support, both in-person and online.
- Recruitment administration, including posting of adverts and managing applications.
- HR administration, including training and appraisal reminders and record maintenance.
- Partner meeting administration.

The above list of responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager, appropriate to your role. This job description is supported by an annual work programme and performance objectives to provide an indication of the level of performance expected from the role.

PERSON SPECIFICATION

There is scope for development of skills and experience within this role. We do not expect candidates to have all the desirable experience etc at the start of the role. We are looking for someone keen to pick up these within the role

	Essential	Desirable
Education / Qualifications		<ul style="list-style-type: none"> ● Educated to degree level or equivalent experience ● IT related qualifications
Experience	<ul style="list-style-type: none"> ● Experience of administrative support in a formal or informal capacity ● Experience of using a wide range of software tools 	<ul style="list-style-type: none"> ● Experience of working in the voluntary sector or with volunteers ● Experience of liaising with individuals/organisations of different backgrounds, technical abilities or knowledge
Knowledge	<ul style="list-style-type: none"> ● Knowledge of working with personal data and digital data 	<ul style="list-style-type: none"> ● Experience of working with content management systems and web-design. ● Understanding of good-practice approaches to working with digital data (e.g. GDPR)
Skills/abilities	<ul style="list-style-type: none"> ● Ability to work accurately with close attention to detail ● Ability to become quickly proficient in the use of a wide range of software tools and programmes ● A motivated self-starter with a proven ability to work alone, manage own workload and prioritise multiple tasks ● Good all-round communication skills – verbal (phone, email) and written (newsletters, reports, social media) 	<ul style="list-style-type: none"> ● A willingness to proactively contribute to the development of new processes and administrative practices ● Able to work independently and to collaborate as part of a small team ● Able to apply a critical approach to work, identifying and addressing problems as they arise
Other	<ul style="list-style-type: none"> ● A willingness to travel for specific events 	

WORKING FOR BSBI

We expect our staff to share our vision, mission and values and to follow the principles which guide our work.

Vision: A world where wild plants thrive and are valued

Mission: To advance the understanding and appreciation of wild plants and support their conservation in Britain and Ireland

Values: A love of plants, Intrepid, Inclusive, Inquisitive

Principles: These principles guide us in our work:

We are knowledgeable about botany

We are collaborative, preferring to work with others

We are objective and evidence based

We are dependable and the integrity of our data can be trusted

We will be forward thinking in our work

We will be influential and work with others to create change

BENEFITS

Hours	Our full-time working week is 37.5 hours, normally worked between Monday and Friday between 09:00 and 17:30, but with some flexibility for adjustments where requested. We offer time off in lieu where you are required to work more than your standard hours.
Annual leave	Everyone has 25 days annual leave per year, plus Bank Holidays – prorated for part-time or fixed-term contracts. Bank Holidays are for the country in which you are based.
Flexible Location	We offer a flexible/hybrid work location. You will either work from home or a combination of your home address (which must be within the UK or Ireland) and offices of partner organisations where current BSBI staff are based in Edinburgh, Harrogate, Cambridge or Wallingford. From time to time, you will be expected to attend certain business and botanical meetings in the UK and Ireland.
Flexible working	We are supportive of flexible working practices where they are not detrimental to colleagues and BSBI and we will consider requests from employees after they have worked for us for at least 6 months. See the Employee Handbook for more details.
Occupational sick pay	During the probationary period you are entitled to Statutory Sick Pay. Following successful completion of your probationary period, employees may be entitled to the following Occupational Sick Pay: <ul style="list-style-type: none">• up to three months full pay less any statutory benefits including Statutory Sick Pay in any twelve month period and

	<ul style="list-style-type: none"> thereafter on half pay less any statutory benefits including Statutory Sick Pay up to a maximum of six months sickness absence in consecutive three-year spans of the employment. <p>Occupational sick pay is subject to the Employee's compliance with BSBI's sickness absence procedures which are described in the Employee Handbook.</p>
Learning & development	We value learning and development and have a budget to encourage staff to develop skills to help them in their role
Pension	We automatically enrol all eligible employees into our pension scheme, unless you choose to opt out of joining. BSBI contributes 4% of your salary into the scheme, with you contributing 4% (more if you wish).