



severn wye

J O B P A C K

Office Coordinator





Severn Wye are looking for an Office coordinator to help with running our new offices and increasing team of staff.

Severn Wye is a charity that runs dozens of projects that help reduce carbon emissions, create a sustainable future for rural communities, ensure that vulnerable households stay warm and healthy, make businesses more energy efficient, pilot carbon-saving technologies and inform policymakers in matters of sustainability and climate change.

This is an interesting and varied role providing administrative support across the organisation and supporting the smooth running of the office. This role will be responsible for office administration including liaising with the landlord, office suppliers, managing the contract and relationship with the external IT support provider. The role will also support the HR function in particular recruitment and onboarding of new staff including office induction for all new starters on health and safety procedures.

If you come to work with Severn Wye, you'll be joining a dynamic and innovative charity that's committed to change, for our clients, communities and the planet. We pride ourselves on being a flexible, empathetic and an inspirational place to work. You'll be working alongside colleagues who all have the same motivation; to make a real difference to people's lives. If you'd like to join a growing organisation that's at the forefront of tackling fuel poverty and climate change, then why not apply? We'd love to hear from you.



J O B D E S C R I P T I O N

Job title	Office Coordinator
Working hours	Part time, 25 hours per week (over 5 days)
Salary	£25,710- 29,080 FTE
Reporting to	Director of Finance
Location	Office Based at our offices at Gloucester Quays and includes free parking
Application Deadline	17 th June 2024 10am
Interview Date	w/c 24 th June 2024

Key responsibilities

- Provide administrative support across the organisation and supporting the smooth running of the office including those staff working remotely.
- Work with colleagues to make improvements to administrative systems, taking the lead on implementing changes where appropriate.
- Ensure that Trustee meeting, Sub-Committees meeting, executive meetings and the AGM, are fully serviced, including preparation of agendas, circulation of papers, and preparation of minutes.
- Providing support to recruitment, including liaising with potential candidates, setting up interviews and induction schedules for new staff and ensuring that staff records and renewable documents on HR Partner are up to date.
- Ensure the smooth running of our office, including maintaining office supplies, liaising with the landlord, facilities and utilises service providers.
- Oversee the office induction for all new recruits including health and safety procedures.
- Have responsibility for the managing the contract and relationship with the external IT support provider and be their main point of contact.
- Respond to requests from staff regarding hardware, software, or network connection problems or questions, and arrange IT support and advice to staff from the external ICT support provider, this includes arranging laptops, mobile phones and printing.



- Ensure that agreed systems for office security and access, including the Health and Safety policy and procedures, are implemented, for instance issuing ID card and administration duties for the lone worker App.
- In addition to the tasks and duties outlined in this job description, to undertake such duties which are generally compatible with the functions of the position.

P E R S O N S P E C I F I C A T I O N

We are looking for an enthusiastic and experienced coordinator who is highly organised and able to manage their own workload. You must be confident in working with a wide variety of people across the organisation and willing to take the lead on administrative processes.

We are looking for someone with

- Diploma in Business Support/Administration or equivalent.
- Minimum of 2 years of previous experience of office administration;
- Strong interpersonal skills, able to build rapport with people from different backgrounds and cultures;
- Good organisational skills with the ability to prioritise work;
- Good IT skills, especially Excel and web-based systems;
- High level of professionalism, discretion and confidentiality;
- An eye for detail;
- Ability to self-motivate;
- A team spirit to work collaboratively within the organisation;

Desirable skills and experience include

- Strong administrative skills and demonstrable experience with administrative tasks;
- Ability to work with the external IT support provider to ensure staff IT support needs are met;
- Experience of managing office premises, including ensuring they are well-maintained, secure and safe;
- Understanding of Health and Safety legislation and ability to ensure measures are undertaken to comply with statutory provisions
- Experience of working in the not-for-profit sector;
- Experience of providing secretarial support to a Board
- Experience of using HR Partners or similar HR package;







Severn Wye Energy Agency is a charity working in Wales and the border counties of England to promote a sustainable future.

Severn Wye is working towards a world where **natural resources are used sustainably**, communities and **resilient against inequality** and **climate change** does not threaten our future.

We work with residents and households to help them use energy more efficiently and lead healthier, more affordable lives. We work with businesses to reduce their carbon footprint. We work with communities to help them meet the challenges of the future, take control of their own destiny and implement ideas that improve their local economy and way of life. We work in research and development to pilot innovative renewable technologies. We work with local authorities, government departments and policymakers to promote environmental sustainability through renewable energy and low carbon development.

severnwye.org.uk

Applying

If you are interested in applying, please visit our online application portal and fill out the application form there: severnwye.org.uk/jobs/apply. If you would like to discuss the role, please contact Kuda Mativenga on 01452 835061 or kudam@severnwye.org.uk. Please also consider filling out the optional equality, diversity and inclusion survey at the end of the form.

Equality

We are committed to improving the diversity of our team and therefore guarantee an interview to candidates from ethnic minorities, LGBTQ+ or disabled communities who meet the essential job criteria, recognising that these are under-represented at Severn Wye – and [in the sustainability sector at large](#). However, we will always appoint the candidate who best satisfies the job description and person specification.

