



About SERA

SERA is the only environmental group affiliated to the Labour Party, and campaigns for the party to adopt well-informed ambitious environmental policies. Founded in 1973 as the Socialist Environment and Resources Association, we last year celebrated our 50th anniversary as a hub for red-green politics across the UK.

We are a membership organisation, and through research, publications, parliamentary seminars, events and a full programme at the Labour Party Conference we provide a forum and platform for discussion on environmental issues and socially-just solutions. We work closely with Labour representatives at all levels from local councils to Mayors and MPs and Lords, and with partners across the Labour and environmental movements to shape the political debate.

We're run by a voluntary Executive Committee and over the next three years we plan to expand our activities, publishing regular communications, increasing our membership and raising awareness within the Labour and environmental movement about our work.

Job Details

Job Title - SERA Administrator

Hours - 22.5 hrs a week

Salary - £27,000 - £29,000 (pro rata)

Place of work - remote, with occasional meetings in London to attend.

Holiday - 25 days pro rata

Contract - permanent

Job Description

The SERA Administrator will be the main point of contact for the organisation, providing administrative and organisational support to ensure we run as an effective and efficient membership and campaigning operation.

Working closely with the SERA Co-Chairs to provide support through a period of consolidation and growth, some of your first tasks will be to set up new office systems and transition SERA onto a new CRM. You will also assist SERA's small team of Events and Comms Freelancers with the scheduling and running of online and in-person events, including our busy Labour Conference Programme, and with keeping our members and stakeholders up to date.

The role offers an excellent opportunity to support Labour's voice and action in addressing the climate and nature crisis that we face.

Key responsibilities

- Act as the initial point of contact for members and external clients
- Develop and maintain systems which ensure the timely and effective administration of communications and emails
- Manage the membership database, mailing and online joining system
- Set up and administer online events e.g. Zoom webinars
- Provide support at in-person events
- Update SERA's website
- Liaise with members of the SERA Executive
- Plan meetings and take detailed minutes
- Prepare invoices and expense reports
- Contribute to the overall activities of SERA as required

Essential skills and experience

- Highly organised, with excellent administrative skills
- Experience working in a small, fast-moving, organisation
- Flexibility and adaptability
- Ability to multi-task and plan your own work effectively
- Personable, with experience handling external stakeholders queries
- Knowledge of systems: CRM, Google Workspace, Online meeting software, Microsoft Office Systems
- Excellent written and spoken English
- Be in sympathy to the aims and values of SERA

Desirable skills and experience

- Experience working in a membership organisation or with a voluntary board
- Understanding of political or environmental campaigns

Please apply by emailing your CV and a covering letter to SERA Co-Chair Lisa Trickett on lisa.trickett@sera.org.uk by 23.59pm on Sunday 18th February 2024. Please title your email 'SERA Administrator Job Application'.