



## JOB DESCRIPTION

**ROLE TITLE** Administration Assistant

### OVERALL ROLE

This post sits within the resources team as one of two Administration Assistant posts. The team provides a high standard of administrative support to assist the smooth running of the Trust Headquarters at Brooklands Farm. This is a 12-month, maternity leave cover, full-time post of 35 hours per week. This post will be subject to a basic DBS check.

### KEY RESPONSIBILITIES:

1. Provide confidential and administrative support to the HR, Health and Safety and resources functions.
2. Provide administrative support to the Executive PA and Office Manager.
3. Facilitate sub committee meetings including minute taking.
4. Daily management of the enquiries email account, signposting and/or responding to enquiry emails as required.
5. Assist with general administrative needs of the Trust.
6. Ensure general resources and stationery stock is held at reasonable working levels, as directed by the Office Manager.
7. Assist in the process of handling all incoming and outgoing mail.
8. Facilitation of talks, provided by staff, to external parties.

All Dorset Wildlife Trust staff are expected to:

- Undertake any other duties appropriate to the post as delegated by the line manager;
- Contribute to other Dorset Wildlife Trust activities when required, to deliver the aims of the Strategic Plan;
- Engender a culture of public engagement and membership recruitment within the team;
- Abide by organisational policies and procedures laid down in the Staff Handbook, including promoting equal opportunities particularly with regard to volunteer work.

Whilst there will be some opportunity for home working, this role will be primarily office based due to the need to cover essential services such as post. There may be periodic travelling within the county; DWT pool cars are available but own vehicle may be needed.

### PERSON SPECIFICATION

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Area A	Experience
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The post holder will be expected to have relevant experience in the following areas:

- Administration skills. Essential
- Experience of working with volunteers. Desirable
- Charity experience. Desirable
- Minute taking. Desirable

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**Area B Knowledge**

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The post holder is expected to have knowledge of the following:

- IT – Experience with Office 365 suite and Sharepoint. Essential
- Familiar with working on databases and spreadsheets.

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**Area C Skills/Qualifications**

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The post holder will require the following skills/qualifications:

- Able to work under one's own initiative.
- Skill to prioritise work.
- Good oral communication.
- Accurate data input.
- Strong organisational skills.

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**Area D Personal Qualities**

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- Enthusiasm and self motivation.
- Confident and effective phone manner.
- Tact and diplomacy.
- Calmness under pressure.
- Methodical approach to work.
- Ability to work quickly and accurately.
- Smart, professional appearance.
- Flexible with working hours, to meet organisational need.
- Sense of humour.

Director signature: ..... Date.....

Postholder signature:..... Date.....