



## JOB DESCRIPTION

**Role Title:** Administration Assistant  
**Reporting to:** Executive PA & Office Manager  
**Team:** Finance & Resources

### OVERALL ROLE

To provide a high standard of administrative, clerical and communication support to assist the smooth running of the Trust Headquarters at Brooklands Farm. This is a 12 month fixed term contract, part-time post of 21 hours per week. This post will be subject to a basic DBS check.

### KEY RESPONSIBILITIES:

- Provide confidential and administrative support to the HR, Health and Safety and resources functions.
- Provide administrative support to the Executive PA and Office Manager, including occasional minute taking.
- Daily management of the enquiries email account, signposting and/or responding to enquiry emails as required.
- Assist with general administrative needs of the Trust, alongside the full time position.
- Ensure general resources and stationery stock is held at reasonable working levels, as directed by the Office Manager.
- Assist in the process of handling all incoming and outgoing mail.
- Maintain accurate records for the Trust's vehicles.

All 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.
- Ensure that Health and Safety policies and procedures are met in all aspects of the role.

Whilst there will be some opportunity for flexible 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. (essential)
- 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 – good working knowledge of MS Office 365 suite and Sharepoint. (Essential)
- Experience with cloud-based storage platforms
- 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.
- Ability to absorb the wealth of information needed to satisfy daily enquiries.
- Strong organisational skills.
- Driving licence (essential)

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**Area D      PERSONAL QUALITIES**

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