

Application Pack



Senior Administrator

Closing date: 10am on Wednesday 14 December 2022

World Land Trust is a UK based conservation charity. Registered charity no. 1001291 | Limited company registered in England & Wales no. 2552942 Phone: +44 (0) 1986 874422 Email: info@worldlandtrust.org Website: Worldlandtrust.org
Registered office: Blyth House, Bridge Street, Halesworth, IP19 8AB, Suffolk, United Kingdom.

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Who we are

World Land Trust (WLT) is an international conservation charity that helps to protect the world's most biologically significant and threatened habitats, acre by acre.

As the pioneers of the Buy an Acre approach, we have spent more than 30 years raising funds for local people to secure and protect the land they know best in America, Africa, Asia and beyond. With over 2,400,000 acres protected and over 2,000,000 native trees funded to date, our ambition is now to drive this conservation action at scale – more acres and more species protected in this make-or-break decade for biodiversity and climate.

Job Summary

Senior Administrator

Our Senior Administrator will provide administrative support to the executive team as well as managing general office services, including building maintenance, cleaning, and health and safety requirements. This role will include ensuring that the general office administration runs smoothly and effectively and provide supervision to the Administration Assistant to ensure general administrative support for the organisation is maintained. Please see the job description and person specification for full details.

**We're happy to talk flexible working,
from day one.**

Our Values

At World Land Trust we are committed to inclusion and respect to our employees, those who support us, and those whom we support.



WLT will always approach every situation in a **positive** way to find and communicate solutions, operating and communicating with **honesty**, remaining **focused** on our mission, and working in a **supportive** way with our staff, partners and supporters.

We treat everyone with respect and have particular regard for the 'protected characteristics' under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We have a zero-tolerance policy towards discriminatory language or actions that could create a hostile environment and we do not accept behaviour that amounts to harassment or exclusion of any individual.

Application Pack Job Description

Senior Administrator

Reporting To: Chief Operations Officer with day-to-day supervision by the Executive PA

Job Purpose

Our Senior Administrator will provide administrative support to the executive team as well as managing general office services, including building maintenance, cleaning, and health and safety requirements. This role will include ensuring that the general office administration runs smoothly and effectively and provide supervision to the Administration Assistant to ensure general administrative support for the organisation is maintained.

Main duties and responsibilities

- Providing administrative support for Directors, which will include organising and maintaining diaries, making appointments, travel arrangements and supporting the management of email inboxes as necessary.
- Liaise with the Chief Operating Officer to ensure that Health and Safety policies are up to date, risk assessments are completed, and actions implemented in a timely manner in line with health and safety requirements.
- Supervise the work of the Administration Assistant to ensure that general office administration is carried out in a timely, friendly and professional manner to support effective operation of the organisation.
- Oversee contracts for services including maintenance, security, and cleaning.
- Ensure that office facilities are well maintained in line with health and safety legislation to provide a safe and welcoming working environment.
- Contribute administrative support in organising events and conferences on an ad hoc basis.
- Implement procedures/office administrative systems that are regularly reviewed to ensure that they are fit for purpose.
- Undertake other activities as requested by the line manager, commensurate with skills, experience, pay level and role.

Person specification

- At least one year's office administration experience (essential), ideally with some experience of providing secretarial/PA support.
- A good understanding of workplace health and safety requirements and willing to undertake additional training (essential), ideally with working knowledge of supporting health and safety within the workplace.
- Excellent organisational skills, able to prioritise day-to-day tasks and manage own workload with minimum supervision (essential).
- Effective verbal and written communication skills with a pro-active, positive, and flexible approach to work (essential).

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- A positive approach to technology with a good working knowledge of Microsoft Office 365 (essential).
- Able to work part of a wider team building positive and supportive relationships across teams as well as working independently (essential).
- Excellent attention to detail and high level of accuracy (essential).
- Discreet, able to work with confidential information (essential).
- Able to identify practical and cost-effective improvements to processes (essential).

The postholder will be expected to actively engage with, and promote, our workplace Values which are: Focused, Honest, Positive and Supportive

How to Apply

Please log your details and upload your CV and covering letter, showing how you feel your skills and experience meet the requirements of the role, using the link below.

<https://hr.breathehr.com/v/senior-administrator-26891>

If you have any questions not answered in this application pack, or you are having difficulty uploading your documents, please email Jobs@worldlandtrust.org.

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Interviews are expected to take place on Wednesday 11 & Thursday 12 January 2023

To comply with the Immigration Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. Do not send anything now, further information will be sent to you should you be invited to interview.

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Terms and Conditions

Duration of Contract: Open term contract

Probationary Period: Six months

Salary: £22,000 pa for full-time hours.

Location: Whilst our offices are located in Halesworth, Suffolk, we know that our staff have valued the opportunity to enjoy a healthy work-life balance. We build flexibility into the way we work from day one, including opportunities for hybrid working between home and office with supportive technology to enable remote connection and collaboration, depending on the requirements of the role. **This role will require regular working from our offices, ideally a minimum of 2 days per week.** We believe that this supports our staff to achieve their full potential at work and to maintain a healthy work life balance to do the things that are important to them.

Hours of Work: We feel that this position is full-time, 35 hours per week. Our normal working days are Monday to Friday inclusive and we are open to discussions around preferences for how the hours are worked, dependent on the role requirements and availability within the team.

Notice period: One month following successful completion of probationary period.

Main Benefits:

- 33 days' annual leave entitlement (including Bank Holidays) pro rata for part-time working hours.
- An additional discretionary day available each year to volunteer for a charity or community organisation of your choice.
- Group Personal Pension scheme with an employer's contribution of 5% and minimum employee contribution of 3%. Our default scheme invests in companies that can demonstrate positive application of Environmental, Social and Governance (ESG) criteria, which ensures that our pension scheme operates in line with our values as a charity, working for environmental protection. Contributions can be made through Pension Salary Exchange, subject to minimum earnings criteria, or direct at source.
- Group Life Assurance of 4x salary.
- Employee Assistance Programme, including access to counselling and a wellbeing helpline.
- Annual appraisal and a Personal Development Plan to support growth and development within the role. Opportunities to develop wider skills in relation to first aid, wellbeing, and diversity and inclusion.
- Cycle to Work Scheme currently with Green Commute Initiative, a not-for-profit scheme provider.
- Eyecare vouchers for VDU users, which can be used in most High Street opticians.