

CPRE Sussex Administrator
Job Description & Person Specification

Hours:	Part-time, 0.5 FTE/18.75 hours per week, some flexibility over when they are worked, but will include occasional evening or weekend working
Salary:	£25-27k pro rata, plus expenses
Contract:	1-year initially, with possibility of extension
Location:	Will need to work from our office near Uckfield on at least 1 day per week; flexibility over location for other hours
Holiday:	25 days per year plus Bank Holidays pro rata
Responsible to:	Director
Purpose of role:	Effective day-to-day office and organisational administration for CPRE Sussex

Key responsibilities:

Act as the first point of contact for the organisation, including dealing with enquiries from the public, by responding to, or passing on, post, phone calls and emails.

Administer a range of meetings, liaising with Trustees and other staff and volunteers to ensure that agendas are prepared in a timely fashion, mailing papers, making room bookings, taking and sending out the minutes, and checking that actions are followed through.¹

Manage and improve the smooth and efficient operation of office systems including by:

- Ensuring office administrative systems are up to date and fit for purpose.
- Ensuring all office equipment, including phones, computers, and printers, is well maintained and in working order.
- Liaising with the landlord and ensuring the office space is tidy and nurtures staff well-being.
- Overseeing the day-to-day running of our Office 365 system, including Sharepoint, filing, and Outlook emails, and providing basic IT support for staff and trustees.
- Being responsible for CPRE Sussex meeting data protection responsibilities.
- Working with Trustee and Director to ensure Office Policies are up-to-date.

Administratively support the Supporters and Partnerships Officer and members of our Countryside Action Team (CAT) to maintain accurate database records of our members and supporters and assist with timely print and digital communications for our members, supporters and events.

¹Trustee Board meetings, the formal elements of the AGM, our 'Protect Sussex Group' (PSG) and 'Countryside Action Team' (CAT) meetings, and other meetings/seminars/training sessions as necessary

Liaise with our Protect Sussex Group (PSG) network of planning volunteers, to maintain an accurate timetable of Local Plan reviews and a record of all responses to draft Local Plans and proposed developments, and to track the outcomes of Local Plans and planning applications that we have responded to, sharing them with communications colleagues as appropriate.

Provide administrative support to campaigns and projects, such as our Countryside Day, Annual Lecture and Tree Festival.

Provide administrative support to the South Downs Network to:

- Record and manage membership lists and members relevant contact details.
- Seek annual subscription payments from members to finance SDN.
- Help with the networking of appropriate information for the members of the SDN, including through social media.
- Help, as needed, in the facilitation of SDN meetings and events.
- Assist with identifying and organising subject matter relevant to SDN work.
- Help identify actual and potential members of the SDN.

Undertake any additional duties in line with the purpose of the role as requested by the Director.

Person Specification

Skills and Experience	
Essential	Desirable
Experience of working in a fast-paced administrative role	Experience working with senior staff and/or Board
Strong face-to-face and telephone communication skills	
Strong written communication skills	
Good understanding of Microsoft 365 environment including strong skills in Excel, Word, Outlook	Knowledge of Sharepoint and some experience managing databases/CRM systems would be an advantage
An ability to work both independently with limited supervision, and as part of a tight-knit but part-time team	
A flexible and 'can-do' attitude	
Demonstrable diplomacy, thoughtfulness and tact are essential	
A commitment to environmental issues and the Sussex countryside	

To apply for the role please submit an up-to-date CV and a covering letter (setting out how your experience, knowledge and skills meet the criteria in the Person Specification and why you think you are the person we are looking for) to info@cpresussex.org.uk.

Closing Date for applications is 5pm on Thursday March 14th 2024.

Interviews will be held on Friday March 22nd 2024, at our offices near Uckfield.