



JOB DESCRIPTION

Job title: Office Assistant

Responsible to: Finance & Support Services Manager

Purpose of post: This role will support the Senior Management Team to maintain the smooth flow of operations for LRWT, providing efficient and effective administrative support

Main responsibilities of the post:

- Support CEO and Senior Managers with daily clerical tasks
- Organise, attend and take minutes for Trustee Council Meetings.
- Correspond and support Trustees.
- Handle confidential and sensitive material appropriately
- Act as first point of contact for enquires. Provide information and/or connect callers to appropriate people, use own initiative to make reasoned decisions. Cover the info mailbox to ensure all issues are addressed.
- Greet and provide general support to visitors and taking in deliveries
- Schedule appointments and update calendars, source venues and co-ordinate meetings, taking minutes.
- Help to Develop and maintain filing systems
- Support the delivery for the H&S Committee
- Manage data and databases in line with organisational and GDPR requirements
- Help to maintain and enhance the company Intranet site
- Any other duties, projects and activities that you will be asked to support.

PERSON SPECIFICATION

Skills

- Understanding of office management and daily operations to an advanced level
- Excellent verbal and written communication skills
- Knowledge of Microsoft Office Suite and SharePoint
- Highly organised and confident self-starter
- Excellent attention to detail and accuracy
- Good level of numeracy
- Driving licence and access to your own vehicle

Experience:

- Previous experience in a similar role, supporting senior management
- Ability to work under pressure and meet tight deadlines

Attributes

- Able to work under own initiative
- Able to travel to the different sites as and when required
- Excellent attention to detail
- Ability to work on your own initiative and part of a team
- Strong interpersonal skills
- Honest and reliable
- Desire to learn
- Polite and articulate

How to apply:

Complete our application form

You should give the names, positions, organisations and telephone numbers of two referees, relevant to this role. Reference will only be taken once your express permissions has been granted.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Employer:	Leicestershire and Rutland Wildlife Trust
Place of work:	The Trust's Central Office, currently at The Old Mill, 9 Soar Lane, Leicester. The office is a no smoking area. And various green spaces in and around Leicester, Leicestershire and Rutland.
Salary:	Officer scale £22,445
Employment term:	Permanent contract, following a probationary period
Probation period:	6 months
Hours of work:	35 hours per week. Flexible working will be required to include occasional evenings and weekends. Overtime is not payable, time off in lieu may be taken when additional hours are worked.
Leave:	Annual leave entitlement is 25 days plus statutory public holidays per annum pro rata.
Pension:	The Trust operates an Auto-enrolment Pension Scheme and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee
Death in Service:	Death in service cover is provided at three times annual salary.
Training:	A training budget is allocated to this post and on-the-job training will also be given.
Travel:	A full, current driving licence is essential.

Equal opportunities: The Trust's Equality and Diversity Policy is available on request. The requirements for outdoor work in areas with access difficulties should be borne in mind by applicants.

Environmental policy: The post holder will be expected to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

Recruitment Timetable:

Deadline for applications is 9am 7th March 2025

Date of Interviews – 13th March 2025